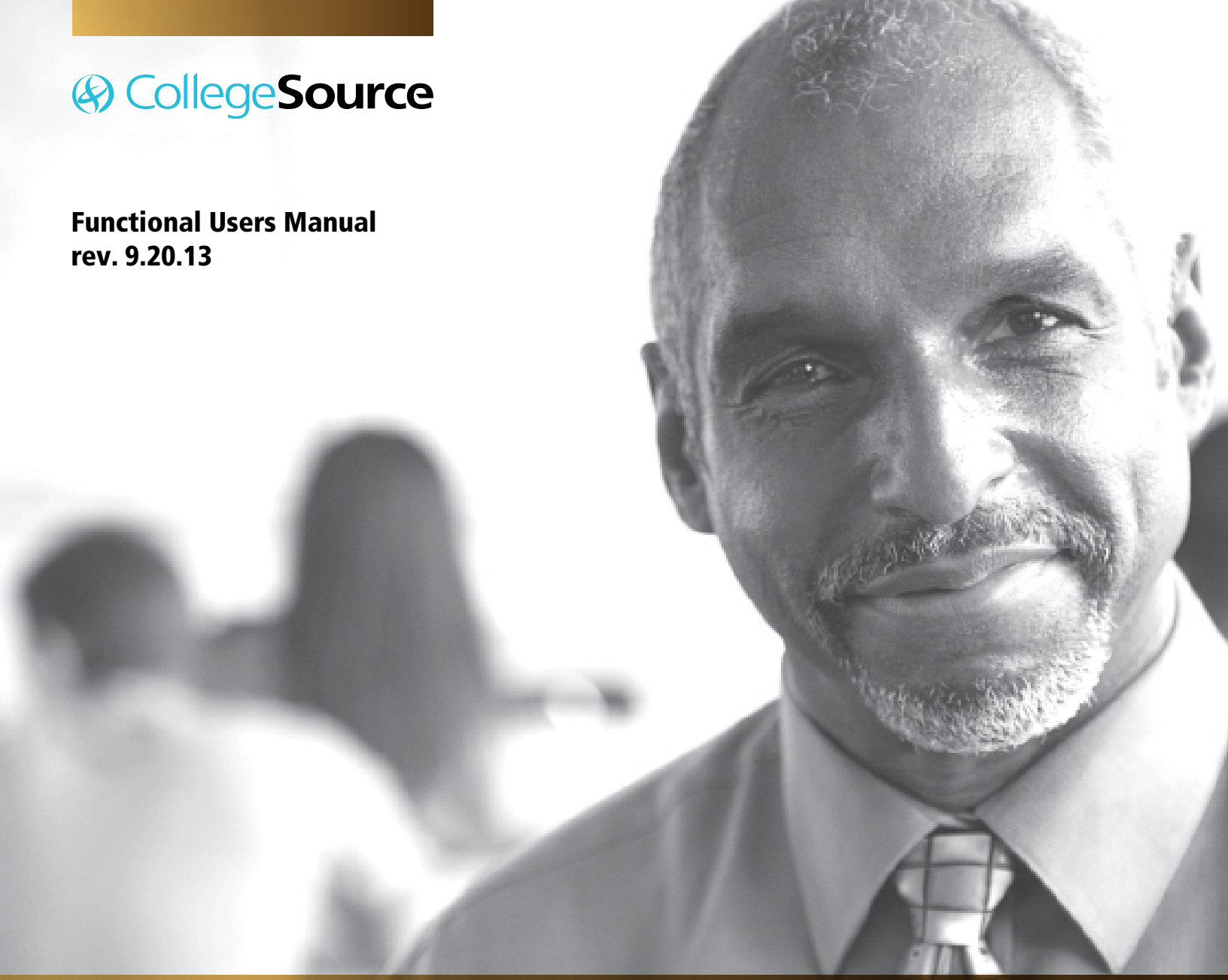
CollegeSource

Functional Users Manual
rev. 9.20.13



TES® The Transfer Evaluation System

Research Courses. Track Evaluations. Empower Transfer.

This manual is designed to help you understand this powerful tool in a step by step, easy to read format. If you have any additional questions we encourage you to contact us for assistance. We also offer online webinars that give a full overview of TES®. You can sign up or view the schedule by visiting our website.

COLLEGESOURCE.COM | TES.COLLEGESOURCE.COM | SALES@COLLEGESOURCE.COM | (800) 854-2670

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Introduction:

The purpose of this User's Manual is to assist our clients and internal staff with the functional workings of the CollegeSource, Inc. Transfer Evaluation System (TES®). Individuals that will use this manual include Registrar and Admission staff, advisors, faculty, and CollegeSource staff.

TES® is an invaluable tool for researching institutional and course information for determining the transferability of courses from a sending institution to your institution. TES® consists of a central database of institutional catalogs maintained by CollegeSource for display of the course specific information including the description, the number of units/credits, prerequisites or co-requisites, etc. Course Descriptions set up as Evaluation tasks may be routed to advisors and faculty and tracked within the database. Building transfer equivalencies can be accomplished in a few easy steps. Equivalencies may be displayed on your website for public view. Tools consisting of several different reports can provide additional assistance with the transfer evaluation process including a comparison of two catalogs from the same institution for display of the changes to courses, dropped courses, and added courses. TES® can save many hours per day for a staff member working with the transfer evaluation process.

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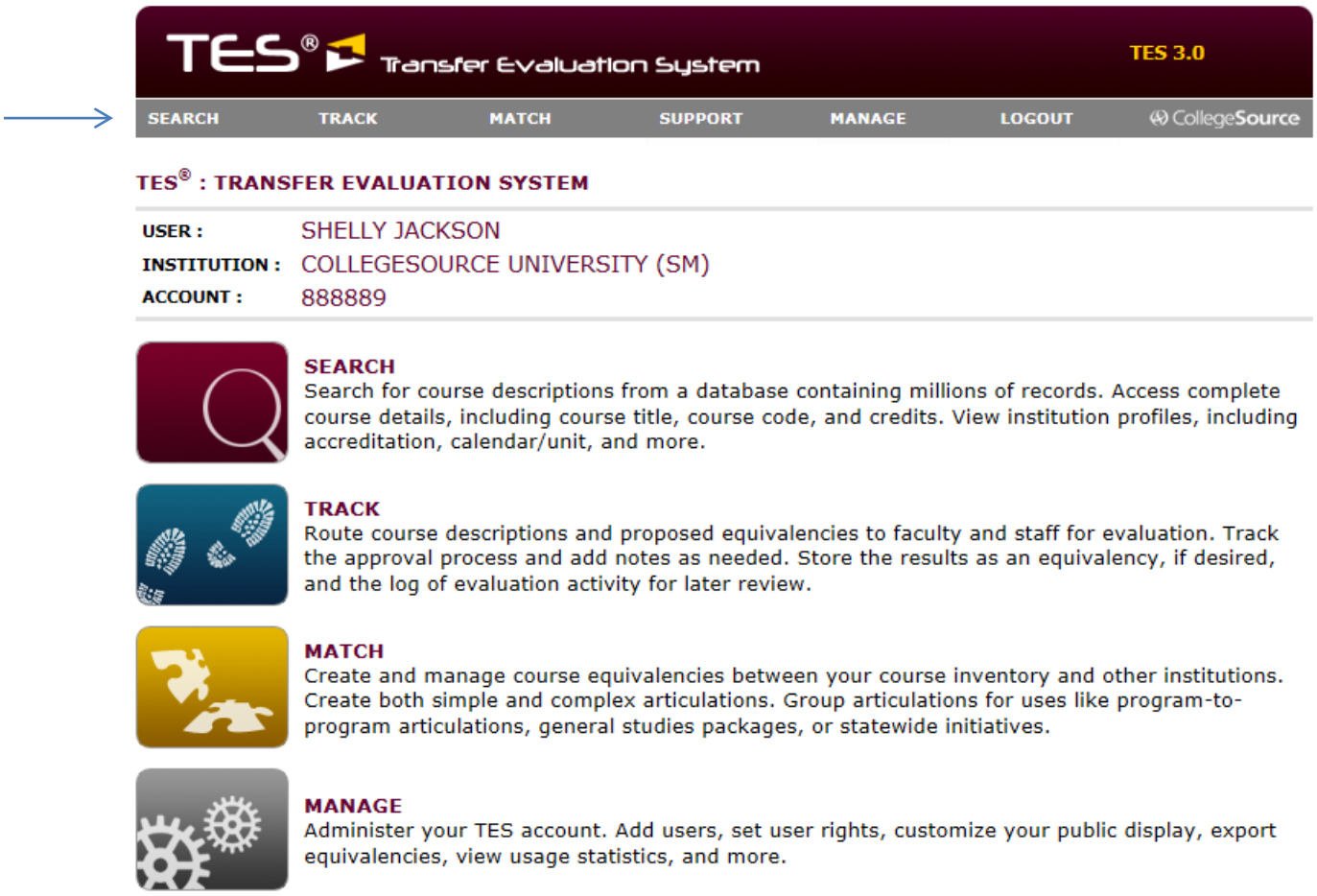
After logging in to TES®, the TES® homepage is displayed. Maneuvering is accomplished by using the Tabs in the Header box (SEARCH, TRACK, MATCH, SUPPORT, MANAGE, LOGOUT) as well as easy access to the link to the CollegeSource website. The individual that has logged in is automatically connected to their institution's catalog and institutional information, and they may access any other institution's catalogs and information in TES®.



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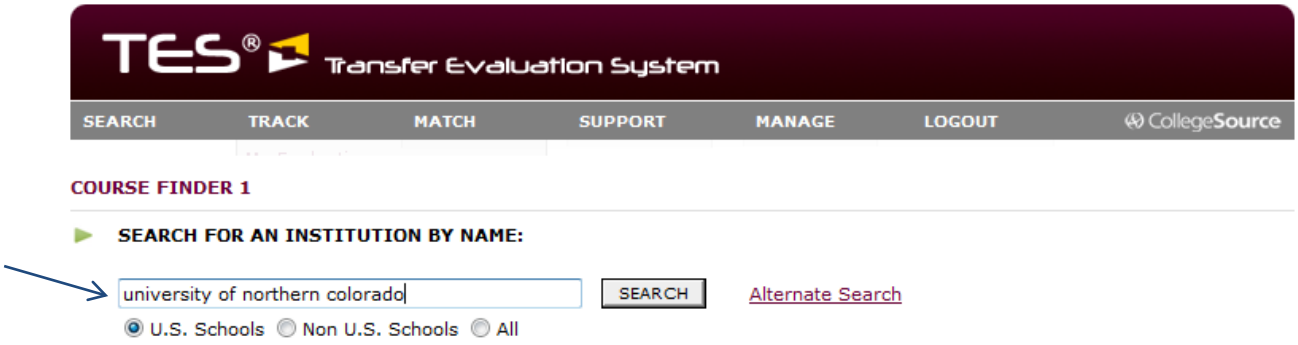
First, let's review how an institution can research institutional and course information from a sending institution. This will provide that valuable information including accreditation, calendar system, grading scale, course level, course description, and much more.

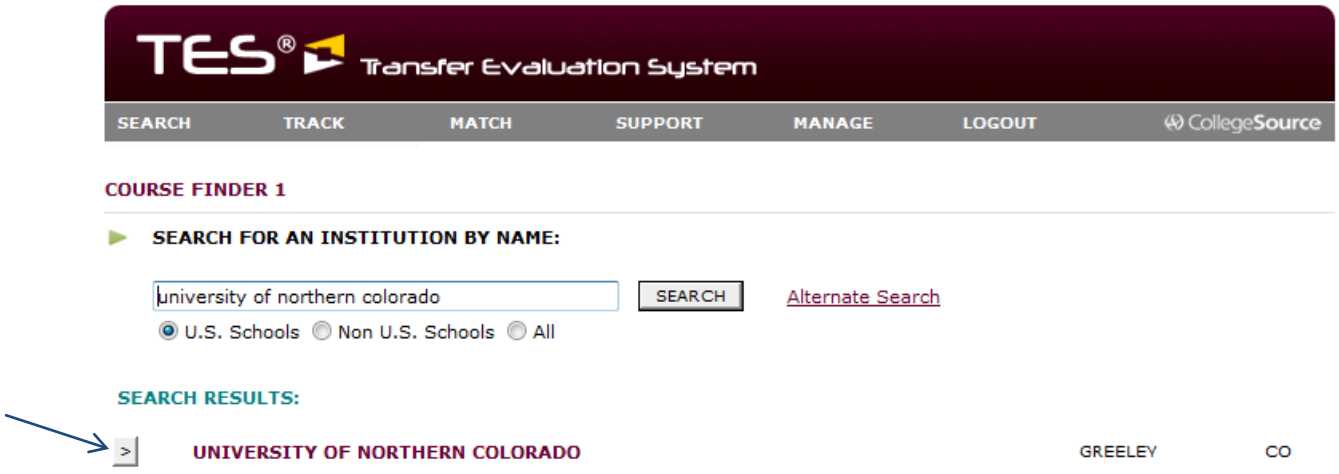
SEARCH:

Course Finder (for U.S. Schools)

Type in the name, a partial name, or an abbreviation of the institution you would like to research. For this example, the institution's full name is entered. The partial name of northern colorado, the abbreviation of unc, and other selections could be entered. Select the SEARCH button or hit the return/enter key.



Select the institution.



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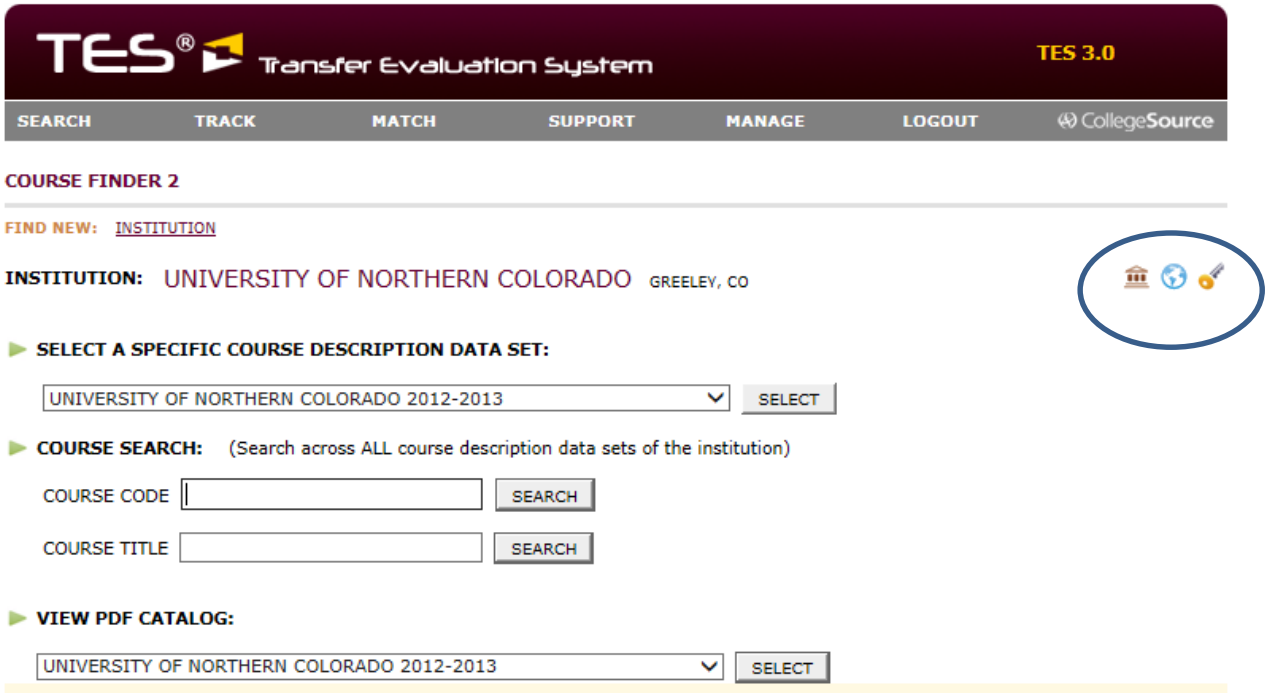
Use the icons at the top right to access institutional information.



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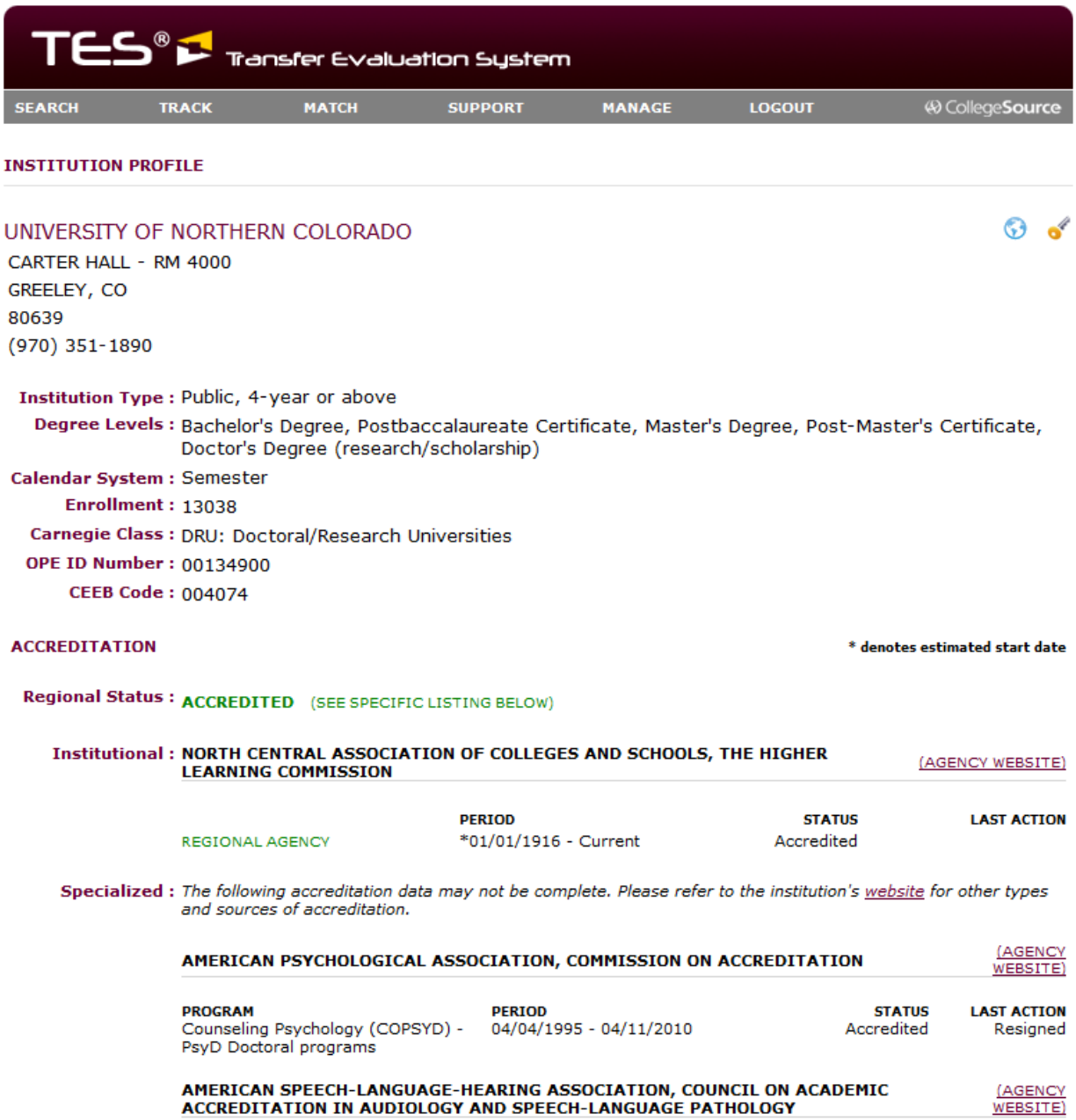
Institutional Profile

- The building icon is used to access the Institutional Profile for the institution. This information is pulled from reliable sources such as the Office of Postsecondary Education and is updated every year.
    - Address, phone number, degrees offered, calendar system, and accreditation among other things are listed on this page.



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- Accreditation Terms:
    - Accredited - Institutions and/or programs that request an agency's evaluation and that meet an agency's criteria are then "accredited" by that agency.
    - Expired – Accreditation for institution has expired.
    - Pre-Accredited - The status of public recognition that an accrediting agency grants to an institution or program for a limited period of time that signifies the agency has determined that the institution or program is progressing towards accreditation and is likely to gain accreditation before the expiration of that limited period of time.
    - Probation - A public status signifying that conditions at an accredited institution jeopardize its ability to meet the Criteria for Accreditation. Only the Commission's Board of Trustees, acting on a recommendation by an evaluation team, the Commission's president, or a committee of peer reviewers, can place an institution on probation. The institution must provide clear evidence of its progress toward ameliorating those conditions at its next comprehensive evaluation. The maximum period of probation is two years.
    - Resigned - Denotes an institution or program that voluntarily withdrew its recognition as an accredited institution or program.
    - Terminated - The status of an institution or program that an agency no longer accredits.
- The globe icon is used to open another browser to the institution's website.

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Transcript Key

- The transcript key icon is used to open another browser with the institution's transcript key (aka transcript legend, backing sheet). This key provides grading information, course levels, accreditation, etc. The transcript key is produced by the institution and will be updated in TES® as changes are provided.

Transcript Information

The University of Northern Colorado is fully accredited by the North Central Association of Colleges and Schools. Various academic programs have special accreditation. Refer to the current catalog for specific accreditation information. An online catalog is available at www.unco.edu.

The University of Northern Colorado is committed to Affirmative Action and Equal Opportunity.

University Name History
University of Northern Colorado – May 1, 1970 to present; Colorado State College – October 1, 1957 to April 30, 1970; Colorado State College of Education, Greeley – February 16, 1935 to September 30, 1957; Colorado State Teachers College – June 5, 1911 to February 15, 1935; State Normal School – April 1, 1889 to June 4, 1911.

Academic Standing
A student is in Good Standing unless stated otherwise. Additional information is located at http://www.registrar.unco.edu/.

UNC converted to a semester system fall 1988.
Beginning with fall 1976 term, all credits display as semester equivalent credits.

Numbering of Courses	Summer 1971 to present
001-099	Basic Skill courses (not applied toward a degree nor calculated in grade average)
100-199	Freshman courses
200-299	Sophomore courses
▪300-499	Junior-Senior Courses
500-599	Graduate courses (qualified junior-seniors may be admitted to 500 level courses by special permission)
600-699	Masters, Specialist, and Doctoral courses
700-799	Specialist and Doctoral courses

▪ Prior to Winter 1985 a limited number of junior-senior level course credits could be applied toward a graduate degree (see appropriate catalog). Graduate students admitted beginning Winter 1985 may not count courses numbered 100-499 toward their graduate degree programs.

Numbering of Courses	Prior to Summer 1971
001-099	Freshman-Sophomore courses
100-199	Junior-Senior courses
200-299	Senior-Graduate courses

Specialist Degree

EdS	Specialist in Education

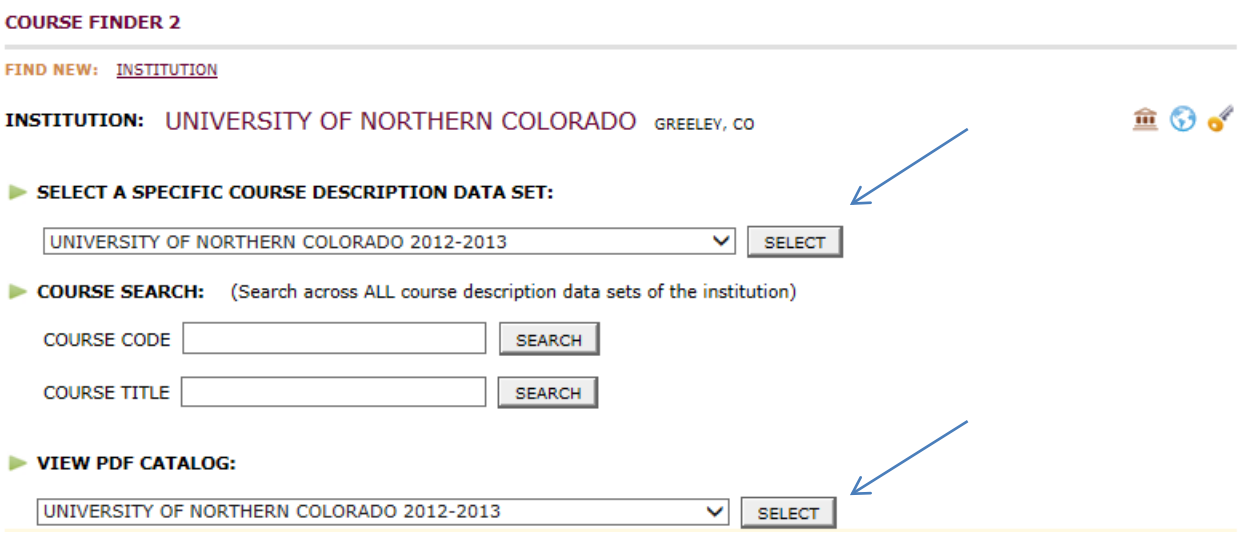
Doctoral Degrees

AUD	Doctor of Audiology
DA	Doctor of Arts
DME	Doctor of Music Education
EdD	Doctor of Education
PhD	Doctor of Philosophy
PsyD	Doctor of Psychology

Grading System

Grades		Effective Dates	Grade Points Fall 1966 to present	Grade Points Prior to Fall 1966
AA	Unusually High Quality	Fall 1916-Fall 1925		6
A	Superior	Fall 1916-present	4	5
A-		Fall 2008-present	3.67	
B+		Fall 2008-present	3.33	
B	Above Average	Fall 1916-present	3	4
B-		Fall 2008-present	2.67	
C+		Fall 2008-present	2.33	
C	Average	Fall 1916-present	2	3
C-		Fall 2008-present	1.67	
D+		Fall 2008-present	1.33	
D	Poor but passing	Fall 1917-present	1	2
D-		Fall 2008-present	0.67	
F	Failure	Fall 1916-present	0	1
S	Satisfactory-Credit Granted	Fall 1935-present		
U	Unsatisfactory-No Credit	Fall 1942-present		
IP	In Progress	Fall 2006-present		
♦I	Incomplete	Fall 1925-present		
♦(I)	Incomplete calculated as F	Fall 1976-present	0	
♦I/F	Incomplete turned to Failure	Fall 1989-Spring 2007	0	
♦IF	Condition not Removed	Fall 1942-Fall 1975	0	1
TF	Unapproved Withdrawal	Fall 1942-Summer 1978	0	1
UW	Unauthorized Withdrawal	Summer 1978-present		
W	Approved Withdrawal	Fall 1925-present		
WF	Failure at Withdrawal	Fall 1932-Fall 1970	0	1
NC	No Credit-Audit	Fall 1976-Present		
NP	No Progress	Winter 1976-Fall 1976		
NR	No Report	Fall 1975-present		

Back to the first page accessed in Course Finder: You can access the institution's course information by either selecting the DATA SET or PDF CATALOG. Data sets normally date back to 1994. Older catalogs might be listed in the PDF catalog list. Use the drop down menu to select the catalog year desired.



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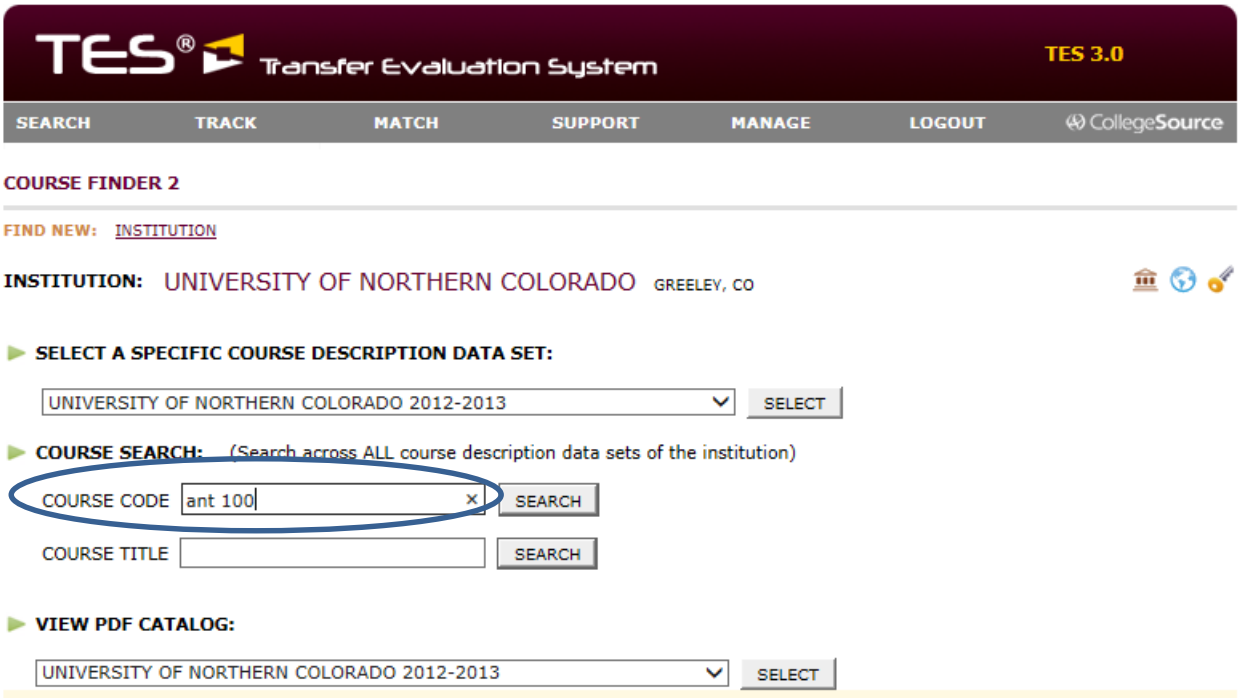
Course Search

Another feature is to select a course from the institution's data set by typing it in the **COURSE SEARCH:** COURSE CODE or COURSE TITLE Box.

- These searches will display every version of that course from that institution's data sets in the TES® database.



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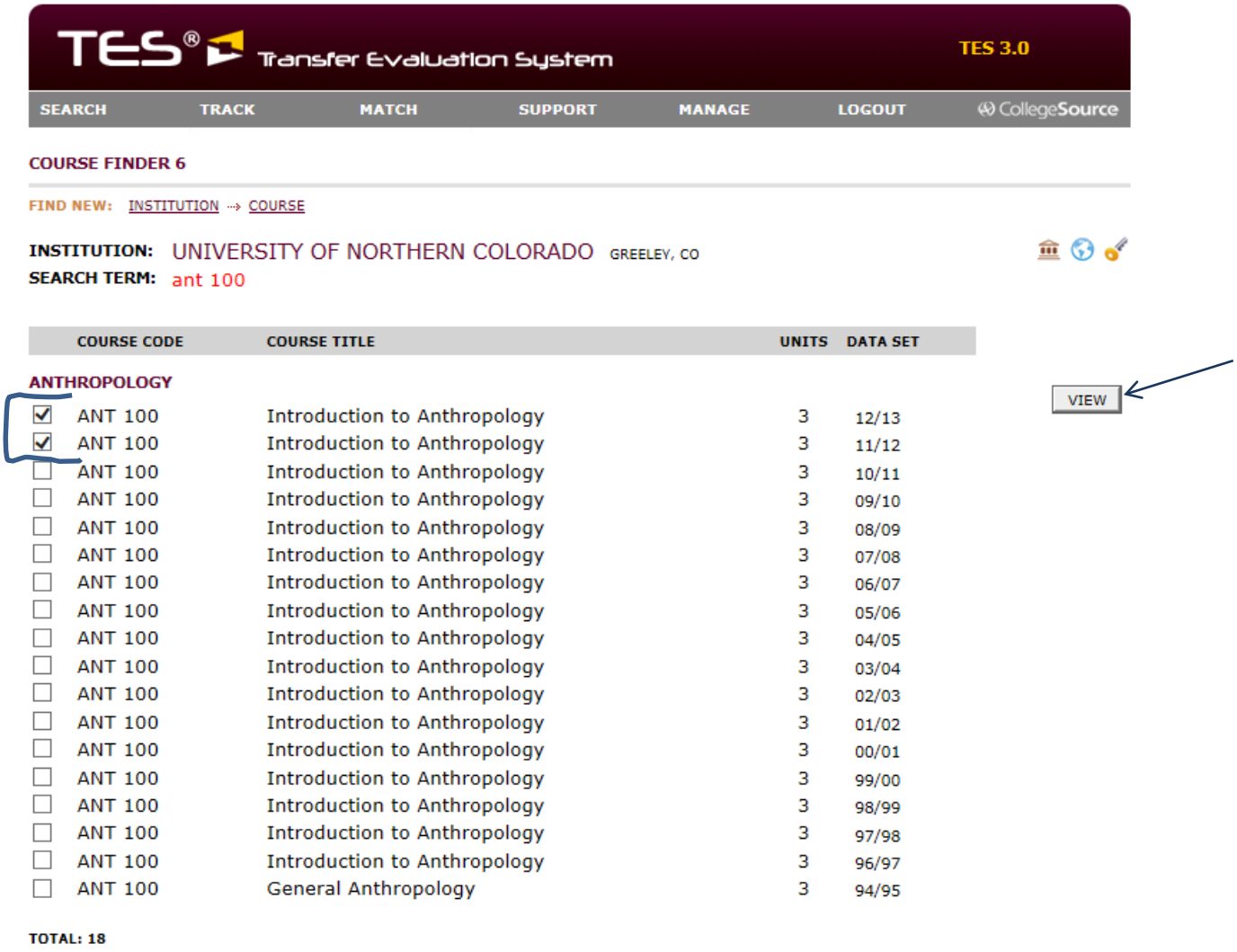
- This is the result of the ant 100 search. You may select any number of these course versions and display the course information.



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COURSE FINDER 7

FIND NEW: INSTITUTION → COURSE

INSTITUTION: UNIVERSITY OF NORTHERN COLORADO GREELEY, CO

SEARCH TERM: ant 100

ANT 100 INTRODUCTION TO ANTHROPOLOGY

An introduction to archaeology, physical and cultural anthropology and linguistics, emphasizing the comparative approach and an evolutionary perspective. (Liberal Arts Core, this course have been approved by the Colorado Commission on Higher Education (CCHE) for inclusion in the Colorado Guaranteed Transfer Program).

UNITS: 3

DEPARTMENT: ANTHROPOLOGY

SRC CATALOG: 2012-2013 University of Northern Colorado

VERSION HISTORY : 94/95 - 12/13

ANT 100 INTRODUCTION TO ANTHROPOLOGY

An introduction to archaeology, physical and cultural anthropology and linguistics, emphasizing the comparative approach and an evolutionary perspective. (Liberal Arts Core, this course is in gtPathways, Colorado's Guaranteed Transfer Program)

UNITS: 3

DEPARTMENT: ANTHROPOLOGY

SRC CATALOG: 2011-2012 University of Northern Colorado

VERSION HISTORY : 94/95 - 12/13

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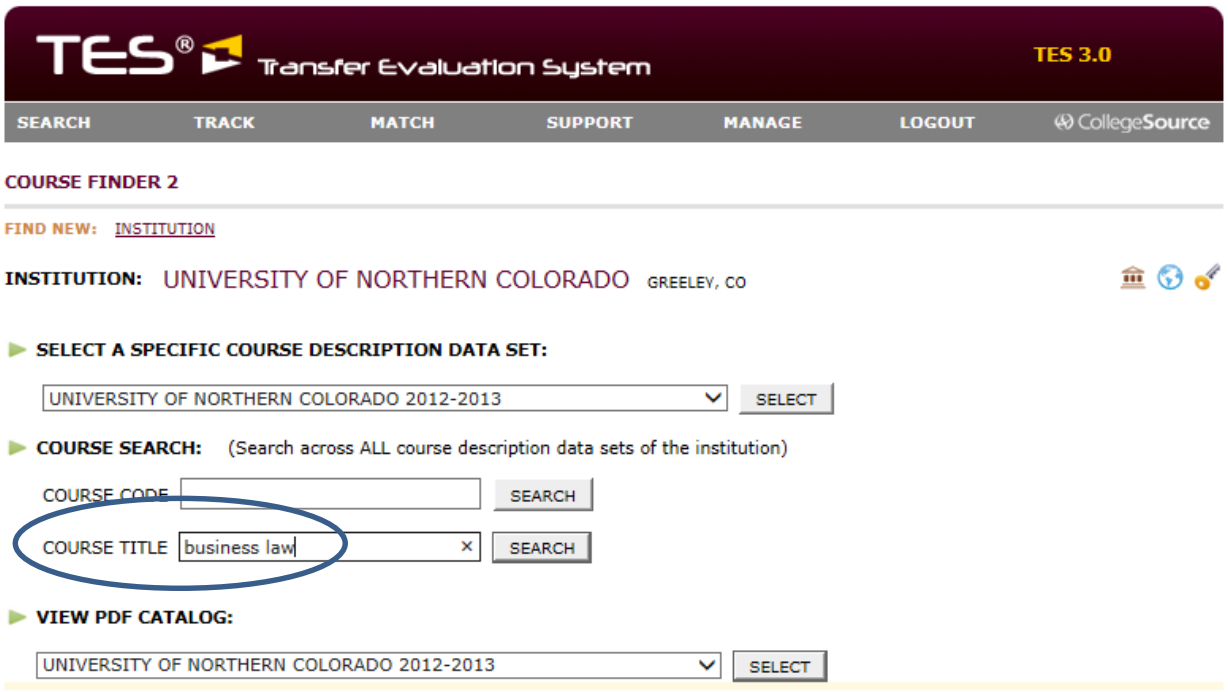
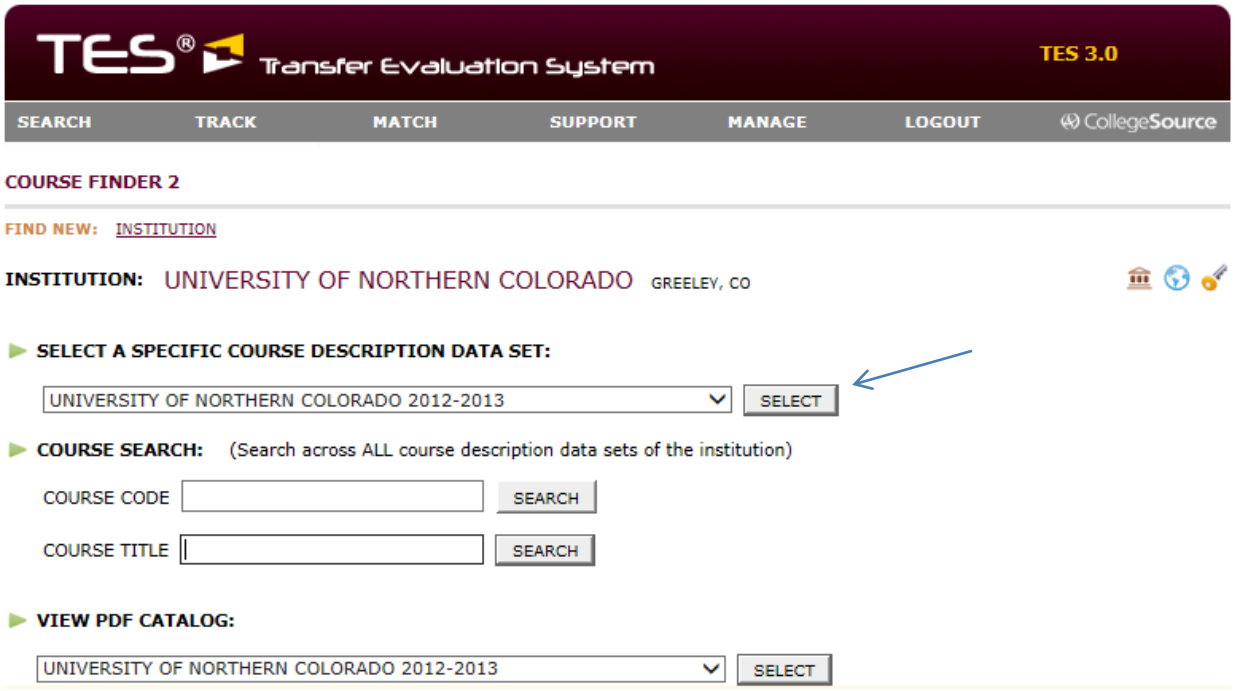
- Don't know the course code? Use the COURSE TITLE SEARCH if you want to look for a course but don't know the course code/number. Enter the full or partial COURSE TITLE. All versions of any course with these words in the title will be displayed.



Data Sets

Another way to select the institution's course information is to use the Data Set feature.

- Select a catalog from the DATA SET drop down menu to enter the institution's course database.



- When the Data Set is selected, another icon is displayed at the top of the page for access to the institution's PDF catalogs.

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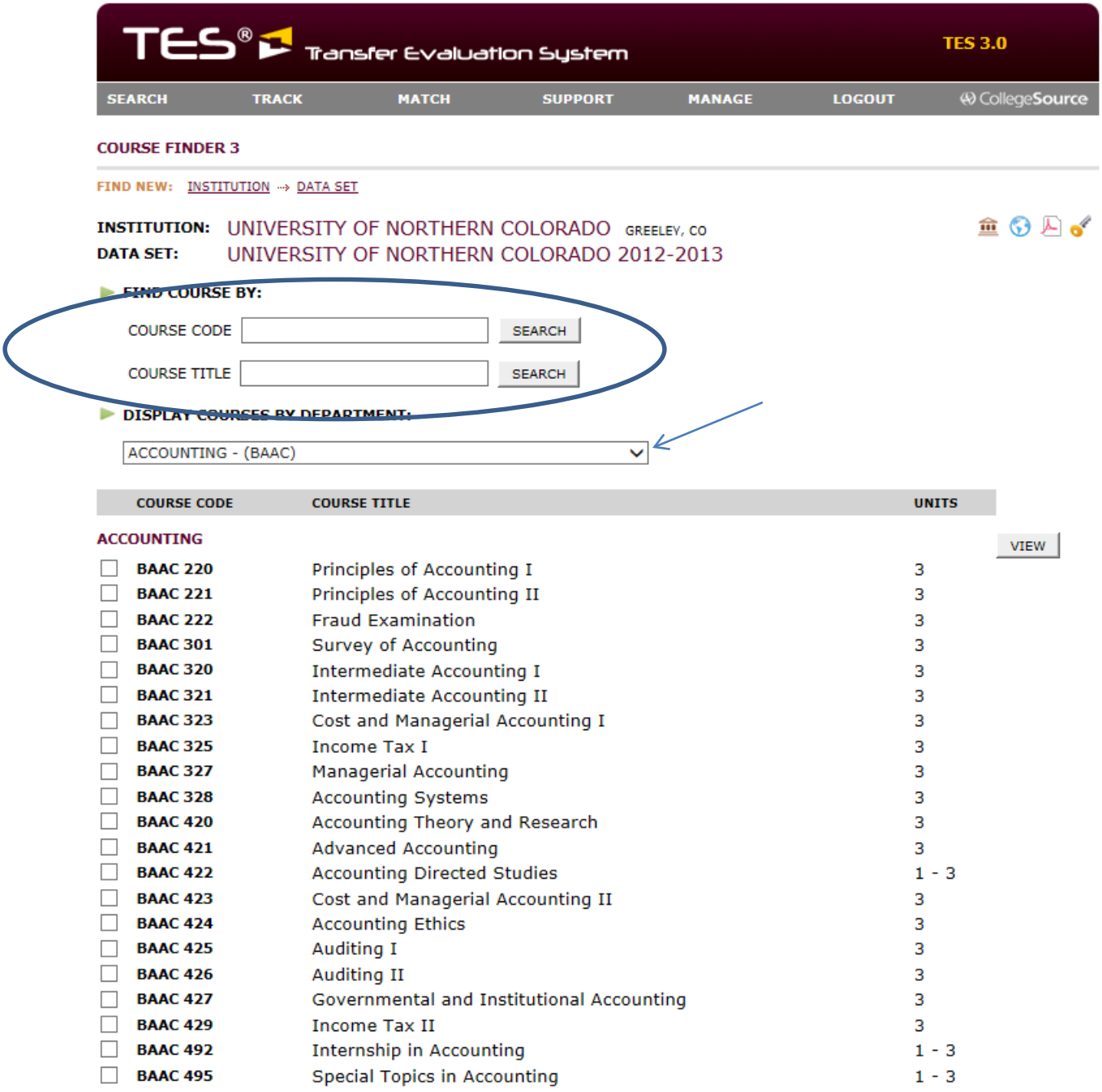
The COURSE SEARCH function may be accessed from this page also (as outlined above except only the version will show for the selected dataset).

Use the drop down menu to select a prefix from the institution's data set.



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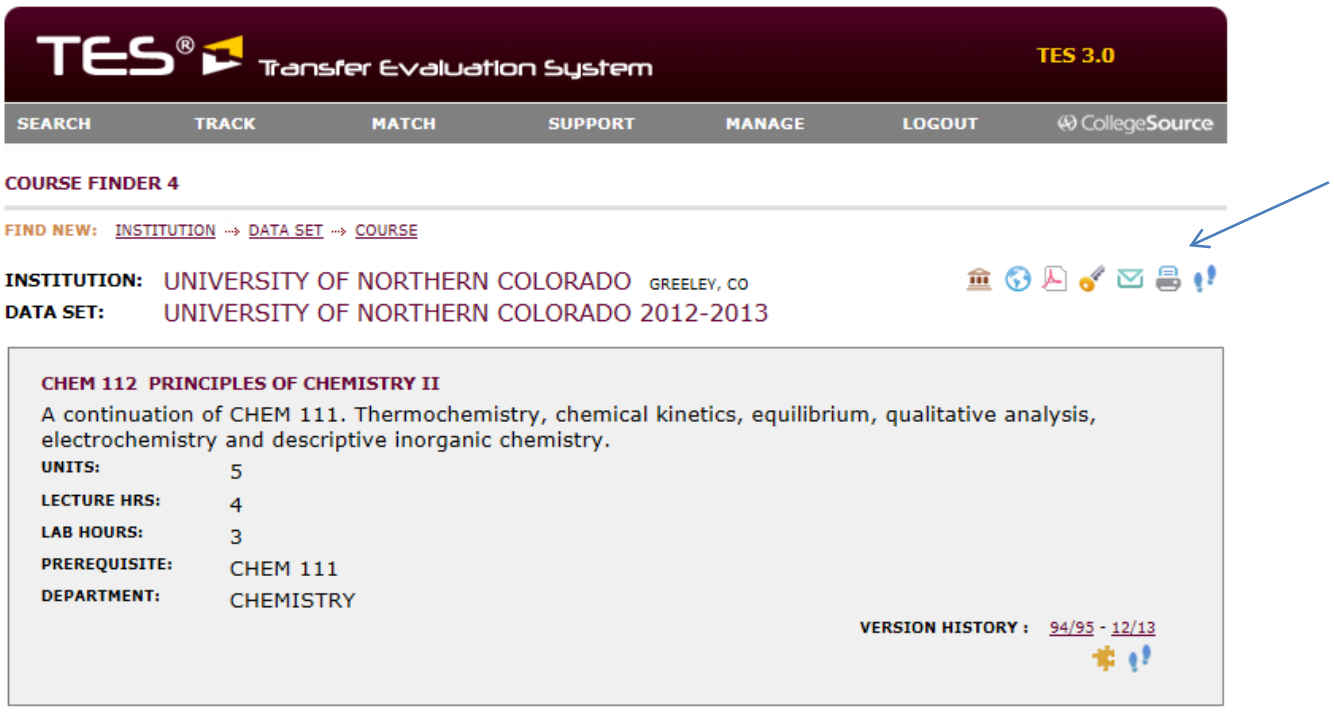
Select the desired course: The example below uses Chemistry as selected from the drop down menu and then CHEM 112 is viewed from the University of Northern Colorado.

The display lists information about the course that is provided from the institution's catalog. This includes the description, units/credits, prerequisites, co-requisites and any information that the institution has listed in their catalog for this course.

More icons are now displayed.

- E-mail the information to someone by clicking on the envelope icon . Enter the e-mail address, subject, and elect to send yourself a copy. The person it is sent to will respond by e-mail, not through TES®. Use this option to send the information to a student, etc. The course description(s) are cut and pasted into the Email automatically. You may customize this Email.
- Print the information by using the printer icon .



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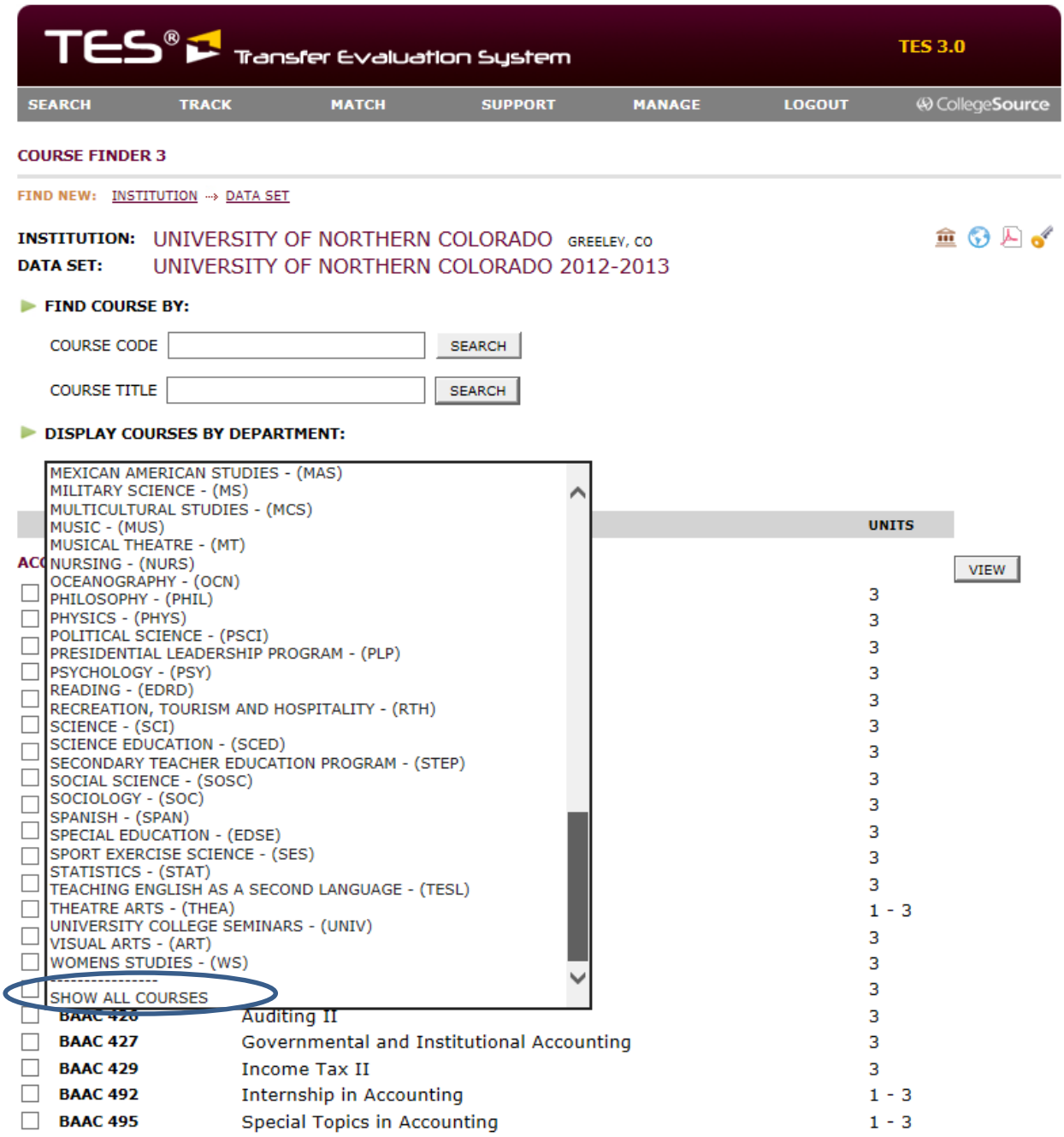
Show All Courses

If you want to view courses from multiple departments, from any prefix/department drop down list, scroll to the bottom to “Show All Courses”. This allows you to browse all courses from that data set and select multiple courses from various departments for viewing. You may also create equivalencies or route out for evaluation with these courses attached from multiple departments.



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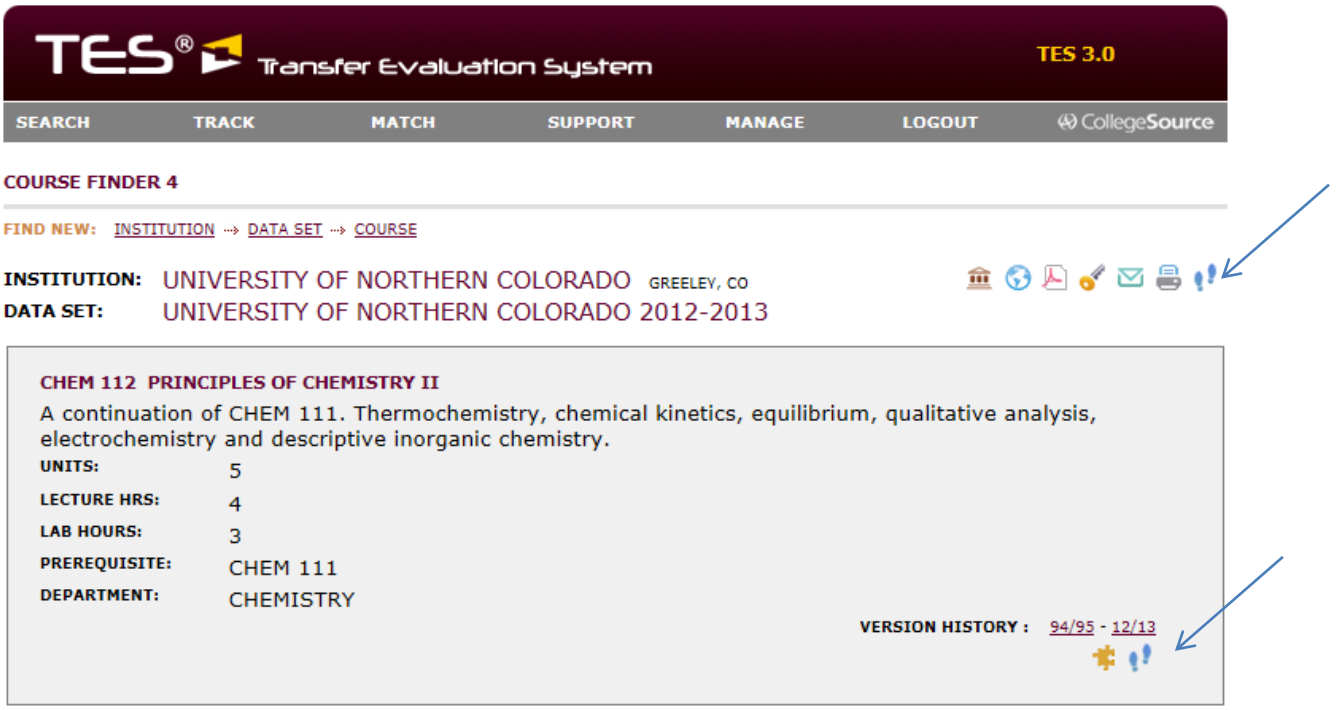
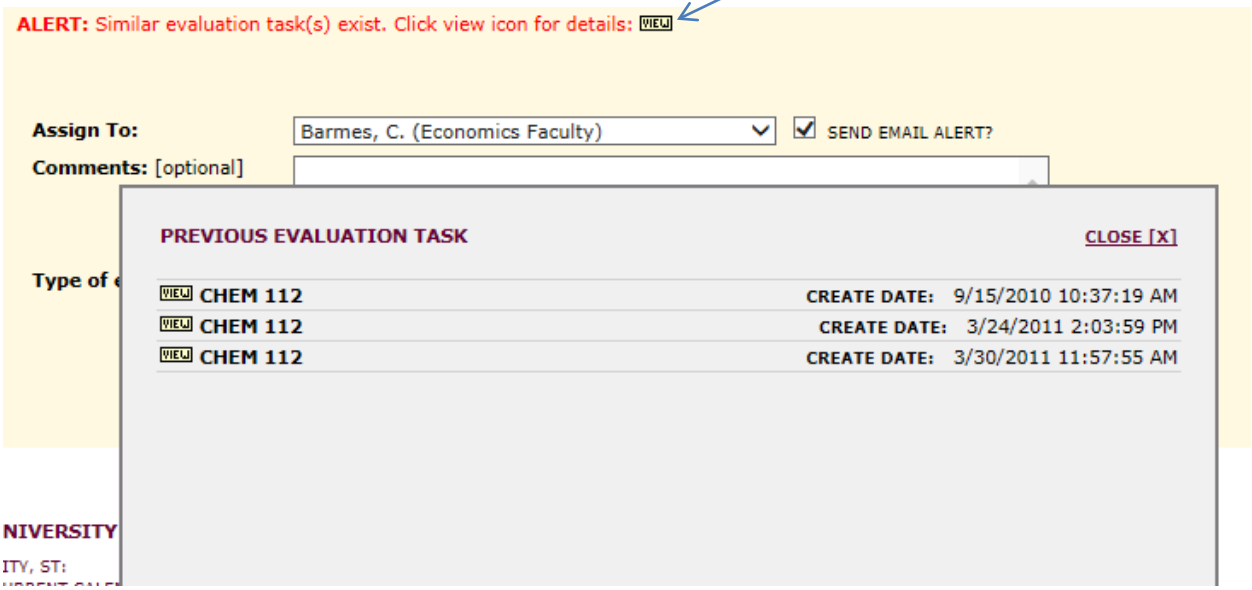
Route evaluation to faculty/advisor with no course attached

Need another TES User on your campus to determine if the course should transfer? The footsteps or tracking icon is used to route the evaluation task to an academic department for evaluation.



- This sets up an evaluation task to be routed out for the determination of the equivalency for this course. No course has been selected from the Home Institution (your institution) in this example.

An Alert will be displayed if you have in your queue or have sent in the past an Evaluation Task to be reviewed for this selected course. Select the VIEW button for viewing these tasks.



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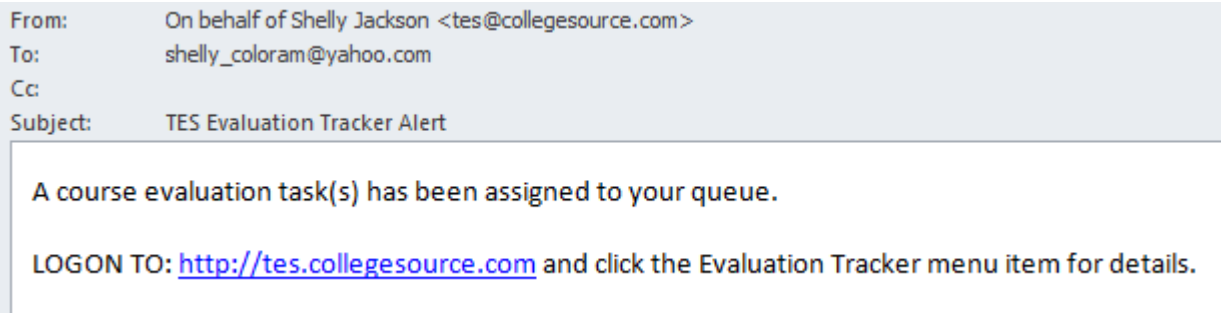
- The ASSIGN TO drop down will list your Users with the Evaluation Tracker User Rights and will have their titles listed; your advisors and faculty selection for routing of these evaluations. (See section on Manage/User Management for this setup.)
- ☑ SEND EMAIL ALERT to the person ASSIGNED TO as the default option. Remove the check mark if you don't wish to send the Email Alert. Make sure that all reviewers have tes@collegesource.com as an acceptable email address so that it doesn't go into their Spam folder.


From: On behalf of Shelly Jackson <tes@collegesource.com>
To: shelly_coloram@yahoo.com
Cc:
Subject: TES Evaluation Tracker Alert

A course evaluation task(s) has been assigned to your queue.

LOGON TO: http://tes.collegesource.com and click the Evaluation Tracker menu item for details.

- Type any notes or questions in the COMMENTS field. This is optional. These comments will be attached to the evaluation task and will not be displayed in the Public View.

Single or Batch Mode

- Select either SINGLE MODE or BATCH MODE.
  - SINGLE MODE is used to create one evaluation task and is the default option. If two or more courses were listed from the sending institution, then they would all be sent as one task to the evaluator.
  - BATCH MODE is used to create multiple evaluation tasks, one for each sending course listed. An entire group of courses from one department could be sent to the person to determine equivalents. One Email is sent to the person Assigned To.

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ADD EVALUATION TASK 1

ALERT: Similar evaluation task(s) exist. Click view icon for details: VIEW

Assign To: Barmes, C. (Economics Faculty) ☑ SEND EMAIL ALERT?

Comments: [optional]

Type of entry:

- ◉ SINGLE MODE: create a single evaluation task
- ○ BATCH MODE: create multiple evaluation tasks, one for each transfer course selected.

SUBMIT RESET

UNIVERSITY OF NORTHERN COLORADO

CITY, ST: GREELEY, CO
CURRENT CALENDAR: SEMESTER

CHEM 112 PRINCIPLES OF CHEMISTRY II

A continuation of CHEM 111. Thermochemistry, chemical kinetics, equilibrium, qualitative analysis, electrochemistry and descriptive inorganic chemistry.

UNITS : 5

PREREQ : CHEM 111

LEC HRS : 4

LAB HRS : 3

DEPT : CHEMISTRY

SRC CATALOG : University of Northern Colorado 2012-2013

COLLEGESOURCE UNIVERSITY (SM)

CITY, ST: SAN DIEGO, CA
CURRENT CALENDAR: NA

No courses selected.

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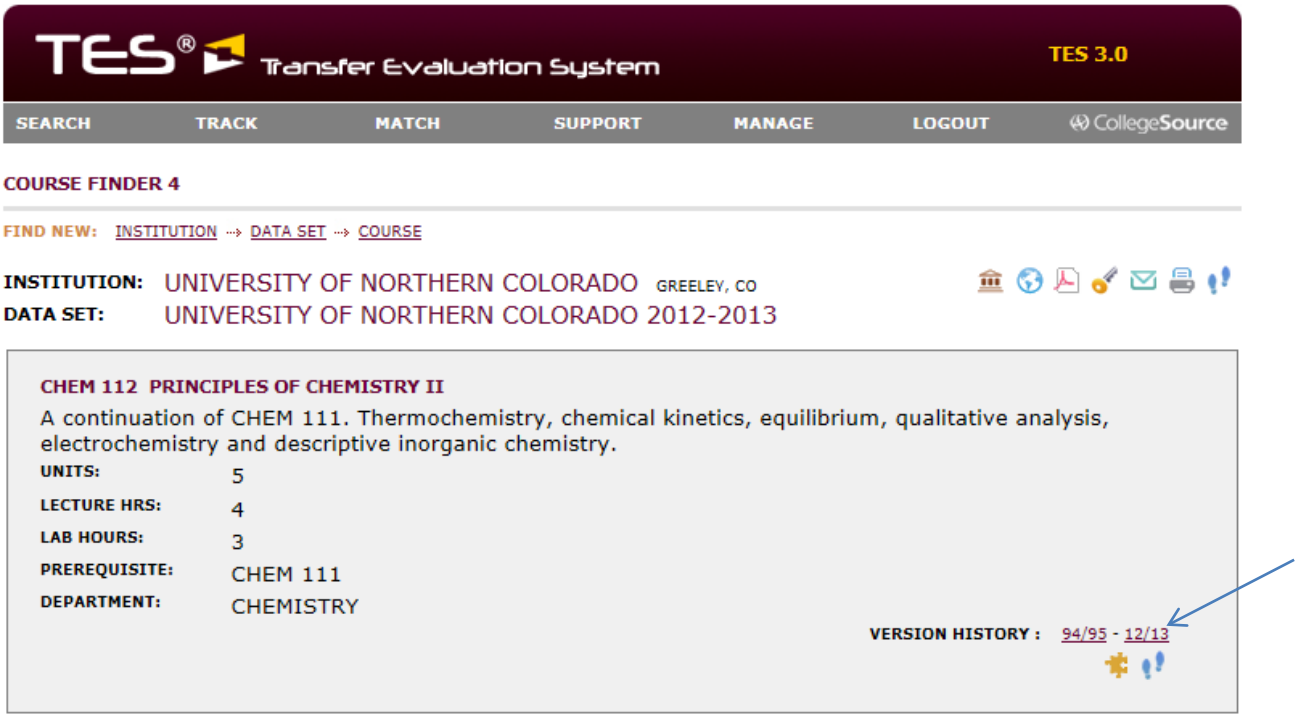
Back to the course information page for other functions:

Version History

- Select **VERSION HISTORY** to display all versions of the selected course.



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INSTITUTION: UNIVERSITY OF NORTHERN COLORADO GREELEY, CO
COURSE CODE: CHEM 112

CHEM 112 PRINCIPLES OF CHEMISTRY II
A continuation of CHEM 111. Thermochemistry, chemical kinetics, equilibrium, qualitative analysis, electrochemistry and descriptive inorganic chemistry.

UNITS:	5
LECTURE HRS:	4
LAB HOURS:	3
PREREQUISITE:	CHEM 111
DEPARTMENT:	CHEMISTRY
SRC CATALOG:	University of Northern Colorado 2012-2013

CHEM 112 PRINCIPLES OF CHEMISTRY II
A continuation of CHEM 111. Thermochemistry, chemical kinetics, equilibrium, qualitative analysis, electrochemistry and descriptive inorganic chemistry.

UNITS:	5
LECTURE HRS:	4
LAB HOURS:	3
PREREQUISITE:	CHEM 111
DEPARTMENT:	CHEMISTRY
SRC CATALOG:	University of Northern Colorado 2011-2012

CHEM 112 PRINCIPLES OF CHEMISTRY II
A continuation of CHEM 111. Thermochemistry, chemical kinetics, equilibrium, qualitative analysis, electrochemistry and descriptive inorganic chemistry.

UNITS:	5
LECTURE HRS:	4
LAB HOURS:	3
PREREQUISITE:	CHEM 111
DEPARTMENT:	CHEMISTRY
SRC CATALOG:	University of Northern Colorado 2010-2011

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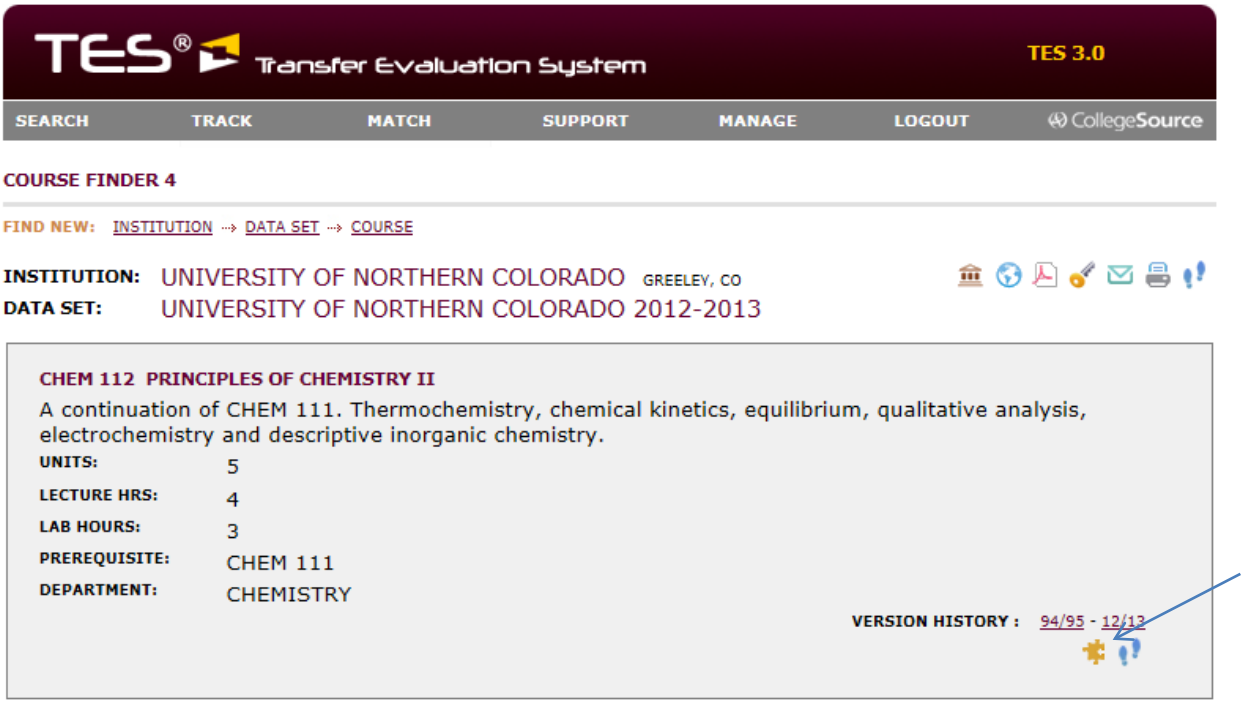
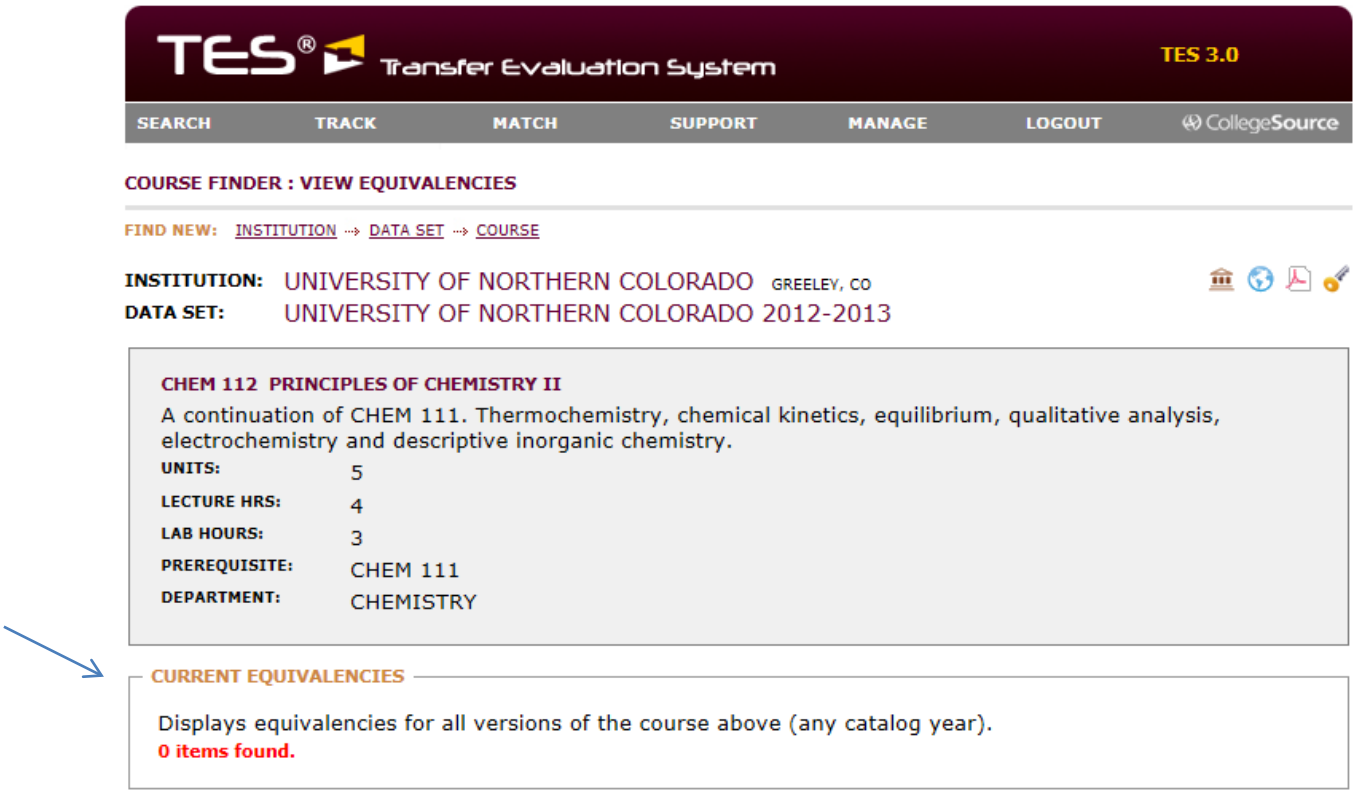
Create Equivalency

- Select the puzzle piece icon to view existing equivalencies and to access tools to assist with the evaluation of this course.



- If you store your equivalencies in TES®, a search will be performed to see if an equivalent has been assigned. As you can see in this example, no equivalencies were found for CHEM 112.



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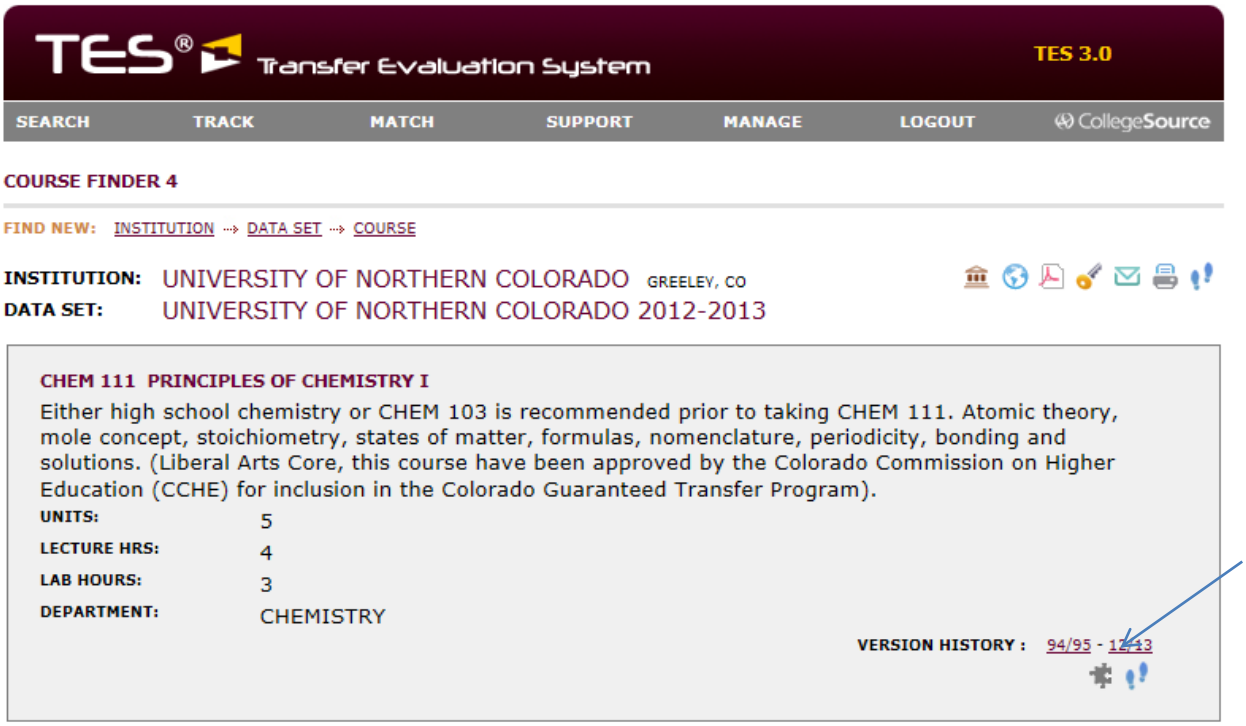
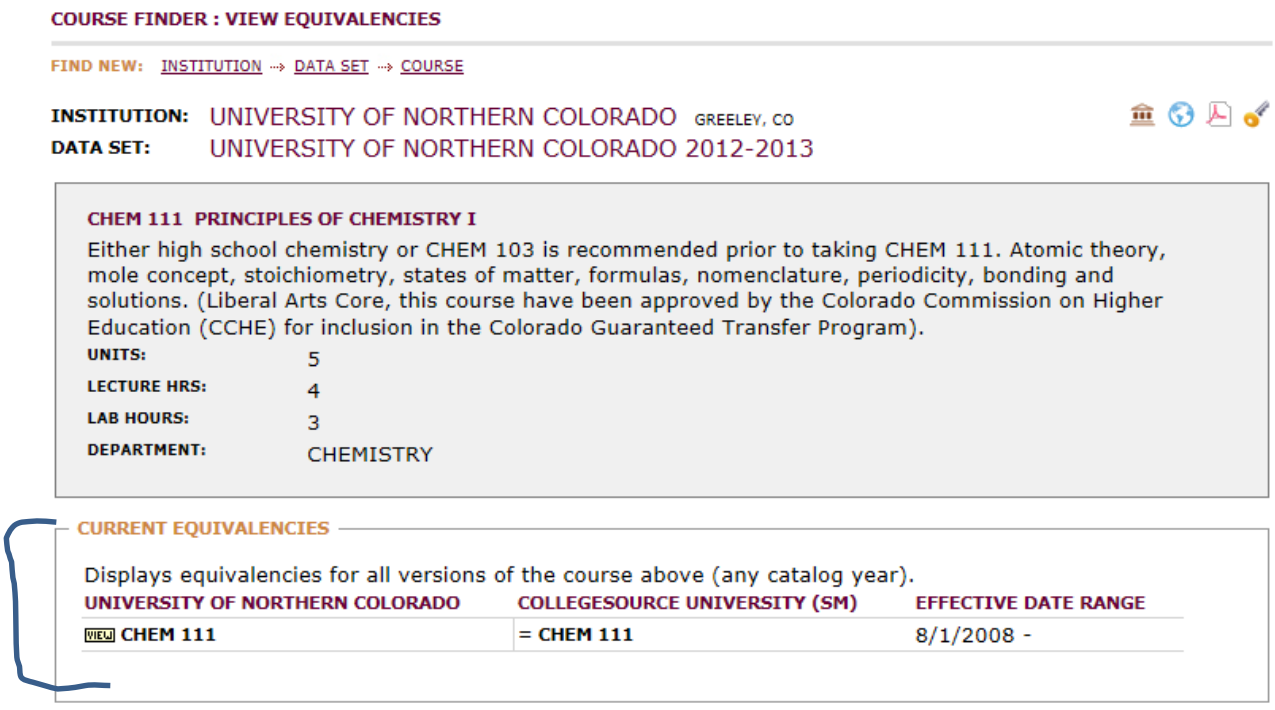
- In the example with CHEM 111, a gray puzzle piece is displayed instead of a gold one. This indicates that there is an equivalency for this course stored in TES.



- An equivalency is found. TES® searched the stored equivalencies in my account for this institution and found the equivalent of UNC's CHEM 111 to my institution's course CHEM 111.



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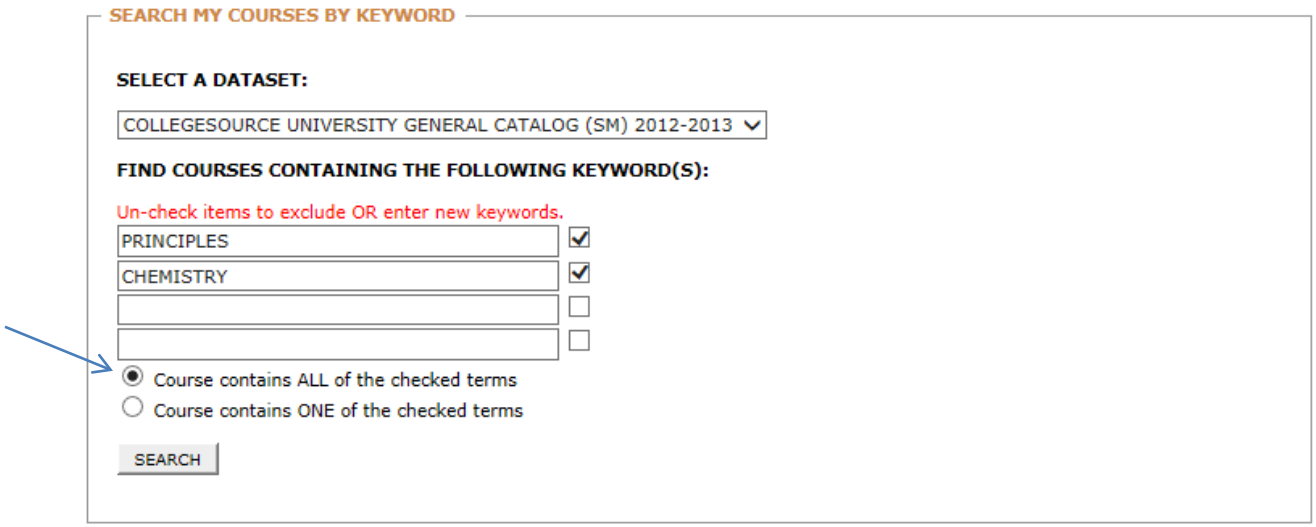
Find Courses Containing the Following Keyword(s)

Having trouble locating the equivalent course in your catalog? Use the SEARCH MY COURSES BY KEYWORD and **FIND COURSES CONTAINING THE FOLLOWING KEYWORD(S)** function to assist with locating a possible equivalency from your institution's catalog.

- Select the appropriate dataset for your institution.
- Select either "Course contains ALL the checked items" or "Course contains ONE of the checked items". TES® will search for these keywords in the course titles and in the course descriptions of your institution's courses.



Search My Courses By Department

Use SEARCH MY COURSES BY DEPARTMENT to **SELECT A DATASET** to access your catalog and select a course.

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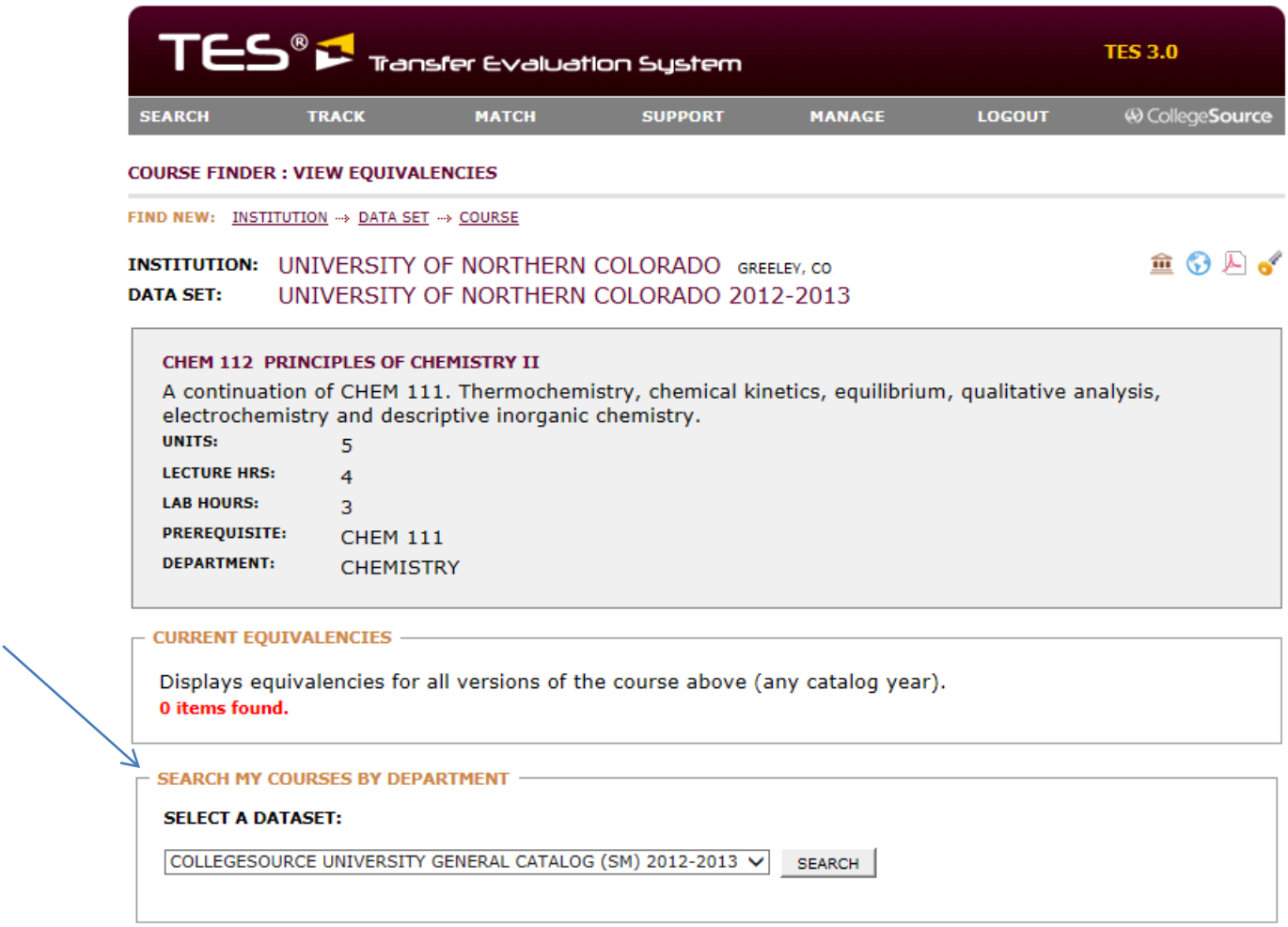
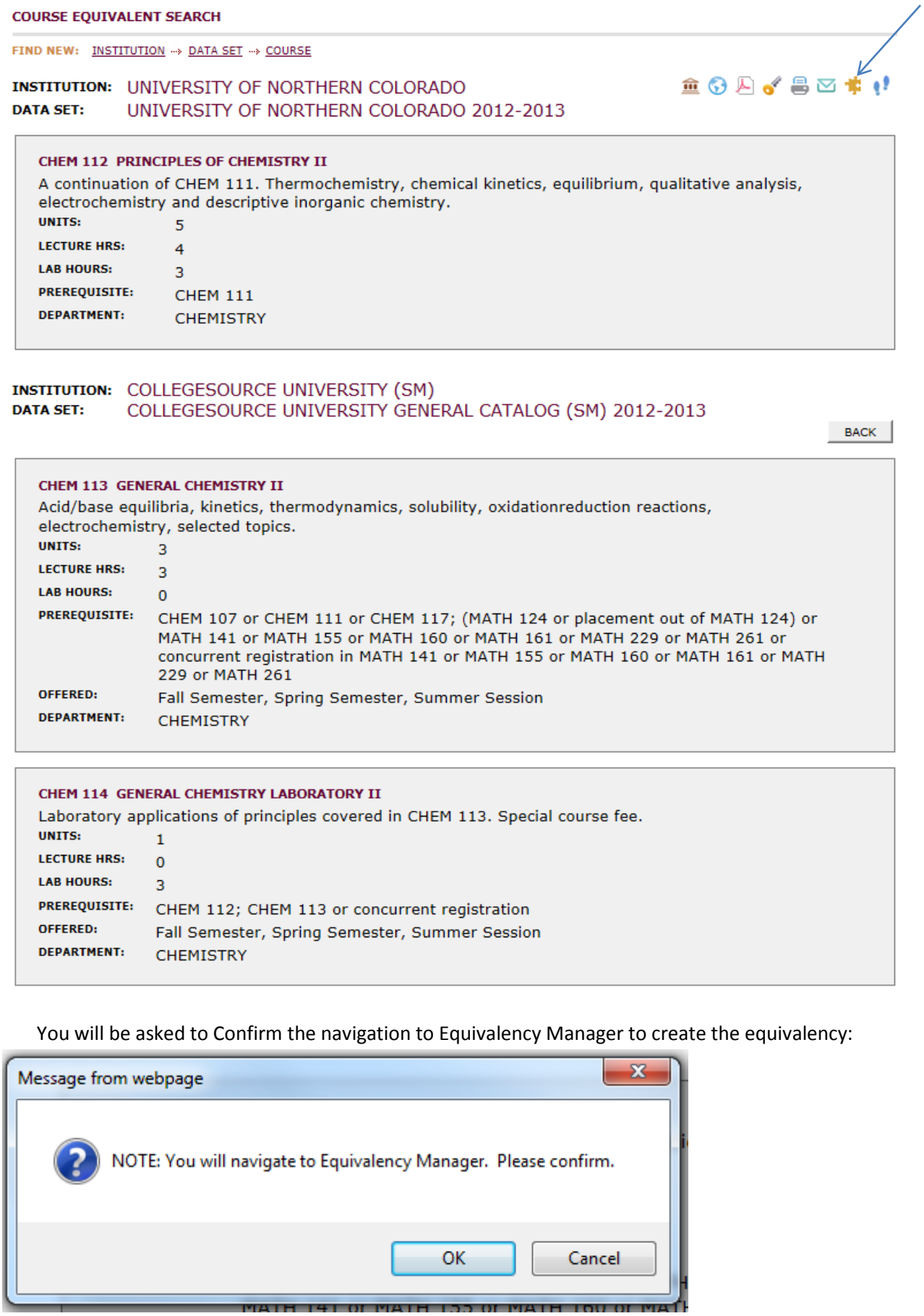


- Select the course(s) from your data set that is the perceived equivalent. Now the display is of the sending institution's course and your institution's course(s).
- Use the puzzle piece icon to CREATE the equivalent for the TES® database.

© 2013 CollegeSource, Inc.



You will be asked to Confirm the navigation to Equivalency Manager to create the equivalency:

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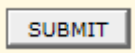
- Effective Date Range: Add a date range for the equivalency or leave blank. A default begin date will be inserted that is the first year a course appeared in a catalog from the transfer school.
    - Effective dates "limit and equivalency. When you set an effective begin date, the equivalency will be "inactive" until the begin date. If you leave the begin date blank, the equivalency is "active" back to the stone age and beyond!
    - When you set an effective end date, the equivalency will be inactive after the end date. If you leave an end date blank, your equivalency does not expire.
    - Most users choose an effective begin date based on one of three factors: a) the first year of accreditation (from whatever accreditation bodies you choose to recognize), or b) the first year a course appeared in a catalog from the other school (look for the "version history" fields shown for each course), or c) the date the equivalency was created. We have chosen b) as the default value to try and save users some data entry.
- Elect to **HIDE FROM PUBLIC VIEW** if this equivalent should not be displayed on your website.
    - Why would you hide an equivalency, you ask, could be a number of reasons… maybe you have created the equivalency for one student, maybe the academic department doesn't want it listed in the Public View as they only assign it to certain students, etc.
- Add any Optional Public Notes desired for the Public View which will be displayed when this equivalency is selected.
- Add any Optional Internal Notes desired which will be displayed for internal TES® users on your campus only.
- Select the 

button.

NOTE: If you are currently not utilizing the Public View feature and plan to in the future, do not HIDE all your equivalencies when building them for the database. When you later utilize the Public View, you would be required to change all of the hidden equivalencies that you want to be displayed to not be hidden.

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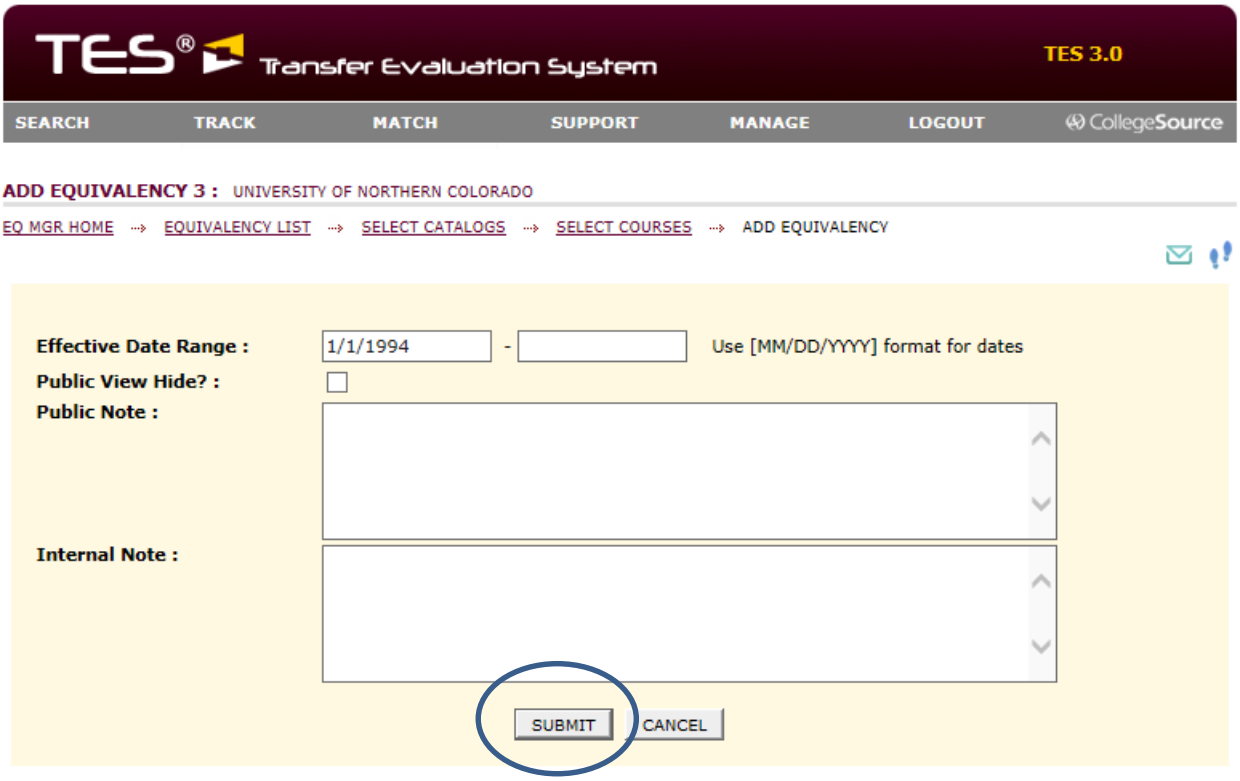

UNIVERSITY OF NORTHERN COLORADO

CHEM 112 PRINCIPLES OF CHEMISTRY II

A continuation of CHEM 111. Thermochemistry, chemical kinetics, equilibrium, qualitative analysis, electrochemistry and descriptive inorganic chemistry.

UNITS : 5

PREREQ : CHEM 111

LEC HRS : 4

LAB HRS : 3

DEPT : CHEMISTRY

SRC CATALOG : University of Northern Colorado 2012-2013

VERSION : 94/95 - 12/13

COLLEGESOURCE UNIVERSITY (SM)

CHEM 113 GENERAL CHEMISTRY II

Acid/base equilibria, kinetics, thermodynamics, solubility, oxidationreduction reactions, electrochemistry, selected topics.

UNITS : 3

PREREQ : CHEM 107 or CHEM 111 or CHEM 117; (MATH 124 or placement out of MATH 124) or MATH 141 or MATH 155 or MATH 160 or MATH 161 or MATH 229 or MATH 261 or concurrent registration in MATH 141 or MATH 155 or MATH 160 or MATH 161 or MATH 229 or MATH 261

LEC HRS : 3

LAB HRS : 0

DEPT : CHEMISTRY

SRC CATALOG : Collegesource University General Catalog (SM) 2012-2013

VERSION : 07/08 - 12/13

CHEM 114 GENERAL CHEMISTRY LABORATORY II

Laboratory applications of principles covered in CHEM 113. Special course fee.

UNITS : 1

PREREQ : CHEM 112; CHEM 113 or concurrent registration

LEC HRS : 0

LAB HRS : 3

DEPT : CHEMISTRY

SRC CATALOG : Collegesource University General Catalog (SM) 2012-2013

VERSION : 07/08 - 12/13

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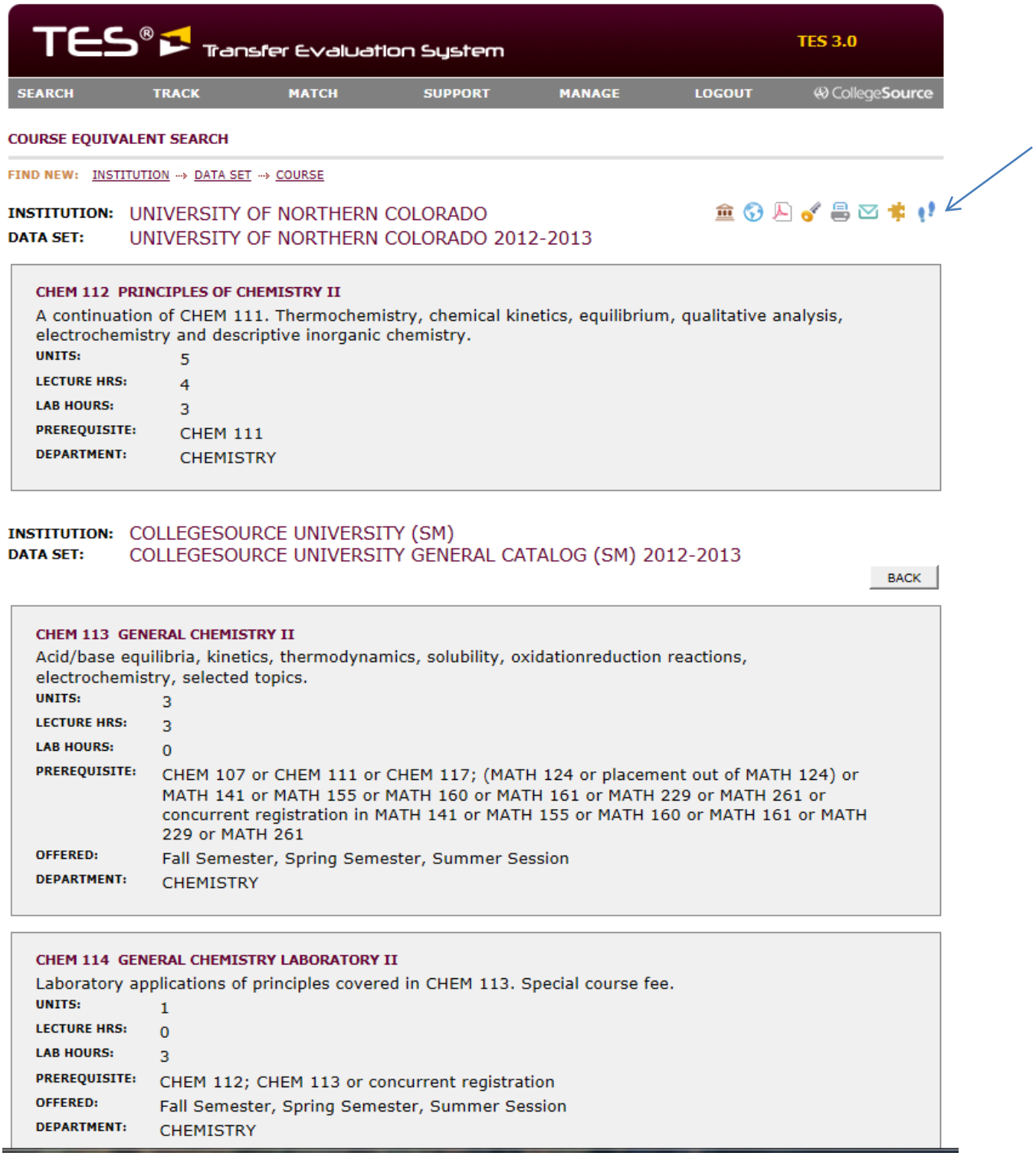
Route evaluation to faculty/advisor with your institution course attached

Need someone to review or approve your selection of equivalent course? Use the tracking icon to route the course out for approval of the course(s) selected.



This time the selected course(s) from your institution is attached. Proceed with selecting the **ASSIGN TO** user and add any **COMMENTS** desired. The Comments will not be displayed in the Public View.

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ADD EVALUATION TASK 1

ALERT: Similar evaluation task(s) exist. Click view icon for details:

Assign To: Barmes, C. (Economics Faculty) ☑ SEND EMAIL ALERT?

Comments: [optional]

Type of entry:

- (•) SINGLE MODE: create a single evaluation task
- ( ) BATCH MODE: create multiple evaluation tasks, one for each transfer course selected.

SUBMIT RESET

UNIVERSITY OF NORTHERN COLORADO

CITY, ST: GREELEY, CO
CURRENT CALENDAR: SEMESTER

CHEM 112 PRINCIPLES OF CHEMISTRY II

A continuation of CHEM 111. Thermochemistry, chemical kinetics, equilibrium, qualitative analysis, electrochemistry and descriptive inorganic chemistry.

UNITS : 5

PREREQ : CHEM 111

LEC HRS : 4

LAB HRS : 3

DEPT : CHEMISTRY

SRC CATALOG : University of Northern Colorado 2012-2013

COLLEGESOURCE UNIVERSITY (SM)

CITY, ST: SAN DIEGO, CA
CURRENT CALENDAR: NA

CHEM 113 GENERAL CHEMISTRY II

Acid/base equilibria, kinetics, thermodynamics, solubility, oxidationreduction reactions, electrochemistry, selected topics.

UNITS : 3

PREREQ : CHEM 107 or CHEM 111 or CHEM 117; (MATH 124 or placement out of MATH 124) or MATH 141 or MATH 155 or MATH 160 or MATH 161 or MATH 229 or MATH 261 or concurrent registration in MATH 141 or MATH 155 or MATH 160 or MATH 161 or MATH 229 or MATH 261

LEC HRS : 3

LAB HRS : 0

DEPT : CHEMISTRY

SRC CATALOG : Collegesource University General Catalog (SM) 2012-2013

CHEM 114 GENERAL CHEMISTRY LABORATORY II

Laboratory applications of principles covered in CHEM 113. Special course fee.

UNITS : 1

PREREQ : CHEM 112; CHEM 113 or concurrent registration

LEC HRS : 0

LAB HRS : 3

DEPT : CHEMISTRY

SRC CATALOG : Collegesource University General Catalog (SM) 2012-2013

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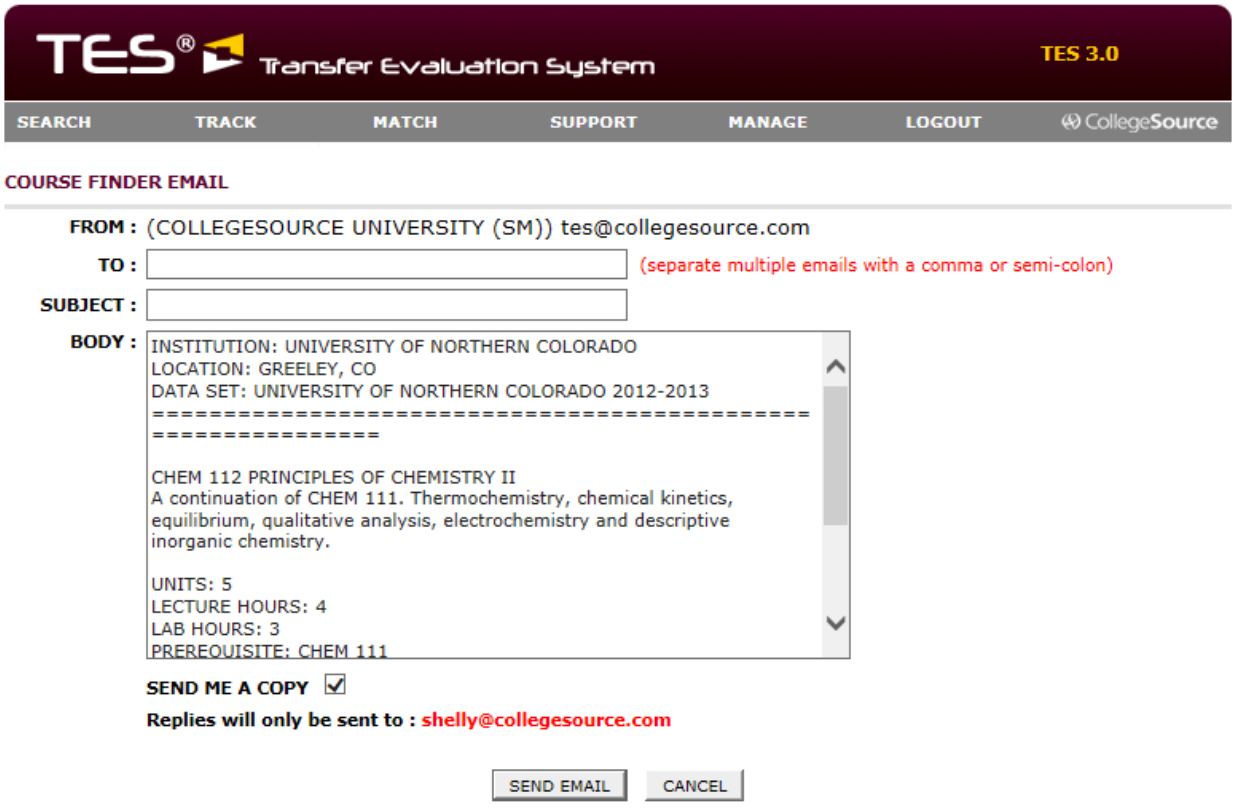
E-mail course descriptions to outside entity

Use the e-mail icon if desired to send the course descriptions to someone not listed in TES®.

- Enter the e-mail address, subject, and elect to send yourself a copy or not. The person it is sent to will respond by e-mail, not through TES®. Use this option to send the information to a student, etc. The course description(s) are cut and pasted in the Email automatically. You may customize this Email. You may send to more than one e-mail address by typing in addresses with a comma or semi-colon to separate the addresses.



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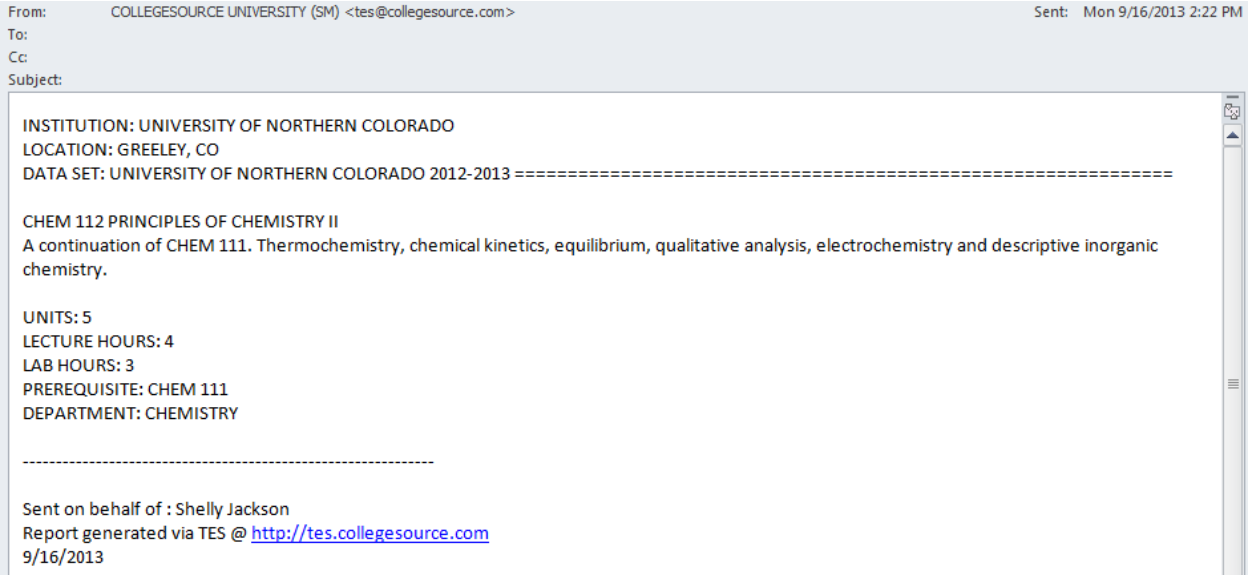
- The Email will be sent on behalf of you from tes@collegesource.com.



From: COLLEGESOURCE UNIVERSITY (SM) <tes@collegesource.com> Sent: Mon 9/16/2013 2:22 PM
To:
Cc:
Subject:

INSTITUTION: UNIVERSITY OF NORTHERN COLORADO
LOCATION: GREELEY, CO
DATA SET: UNIVERSITY OF NORTHERN COLORADO 2012-2013 ==========

CHEM 112 PRINCIPLES OF CHEMISTRY II
A continuation of CHEM 111. Thermochemistry, chemical kinetics, equilibrium, qualitative analysis, electrochemistry and descriptive inorganic chemistry.

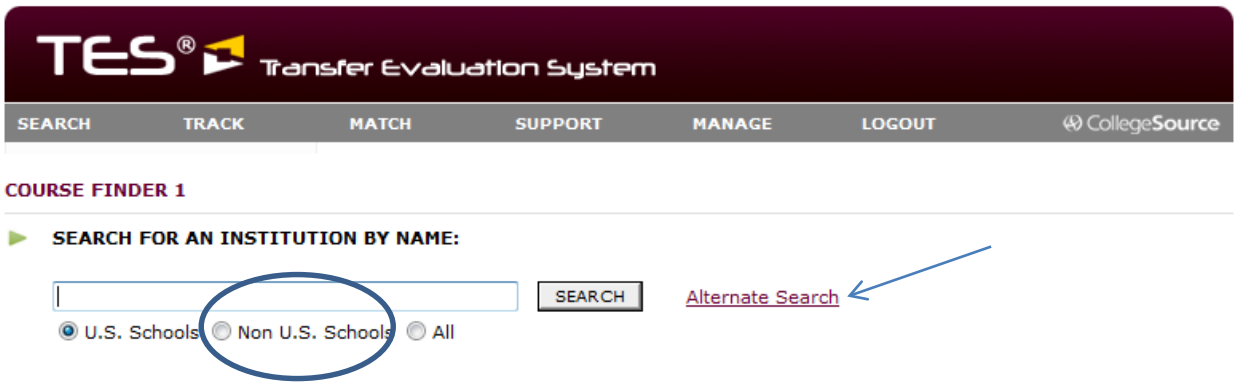
UNITS: 5
LECTURE HOURS: 4
LAB HOURS: 3
PREREQUISITE: CHEM 111
DEPARTMENT: CHEMISTRY

Sent on behalf of : Shelly Jackson
Report generated via TES @ http://tes.collegesource.com
9/16/2013

Course Finder (for Non U.S. Schools)

Use this feature to search for information on international institutions. There are numerous catalogs for non-U.S. schools in the database.

Type the institution name in the box and select the Non U.S. Schools button or select the Alternate Search link which will bring up a dropdown menu of countries outside of the U.S. included in the TES® database.



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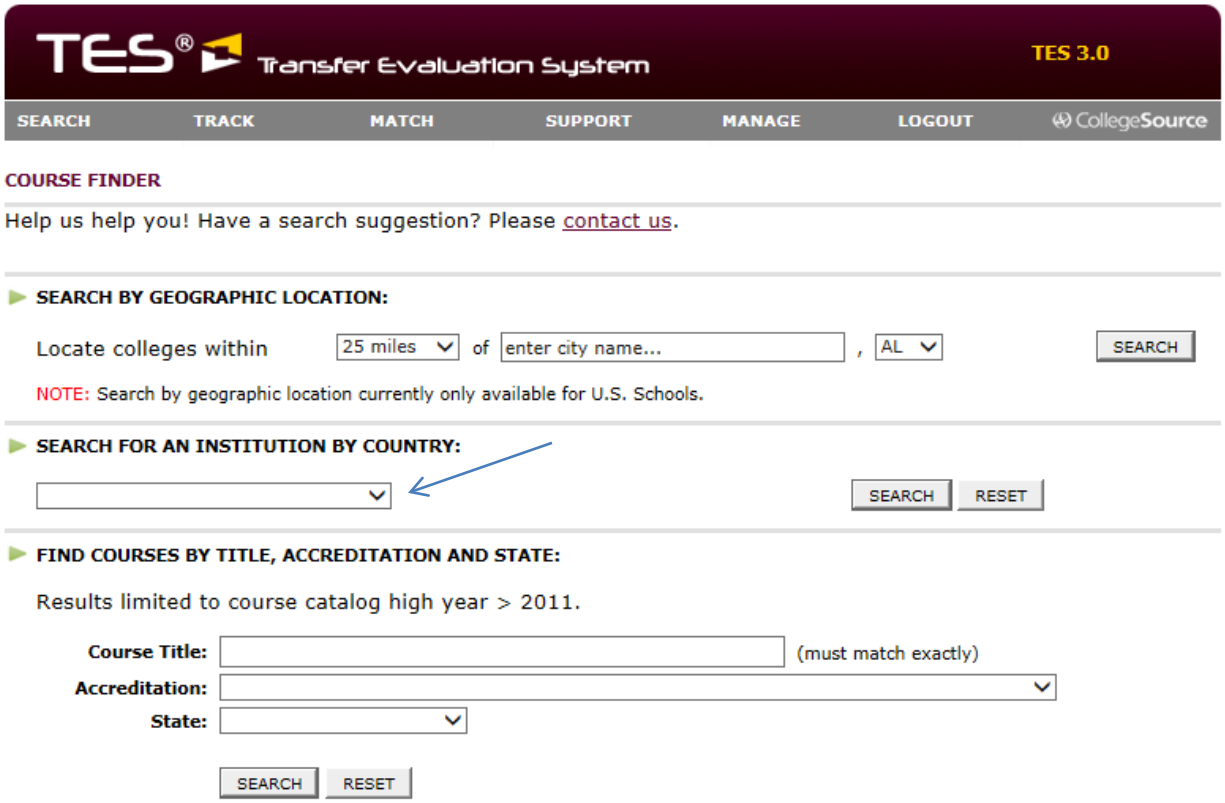

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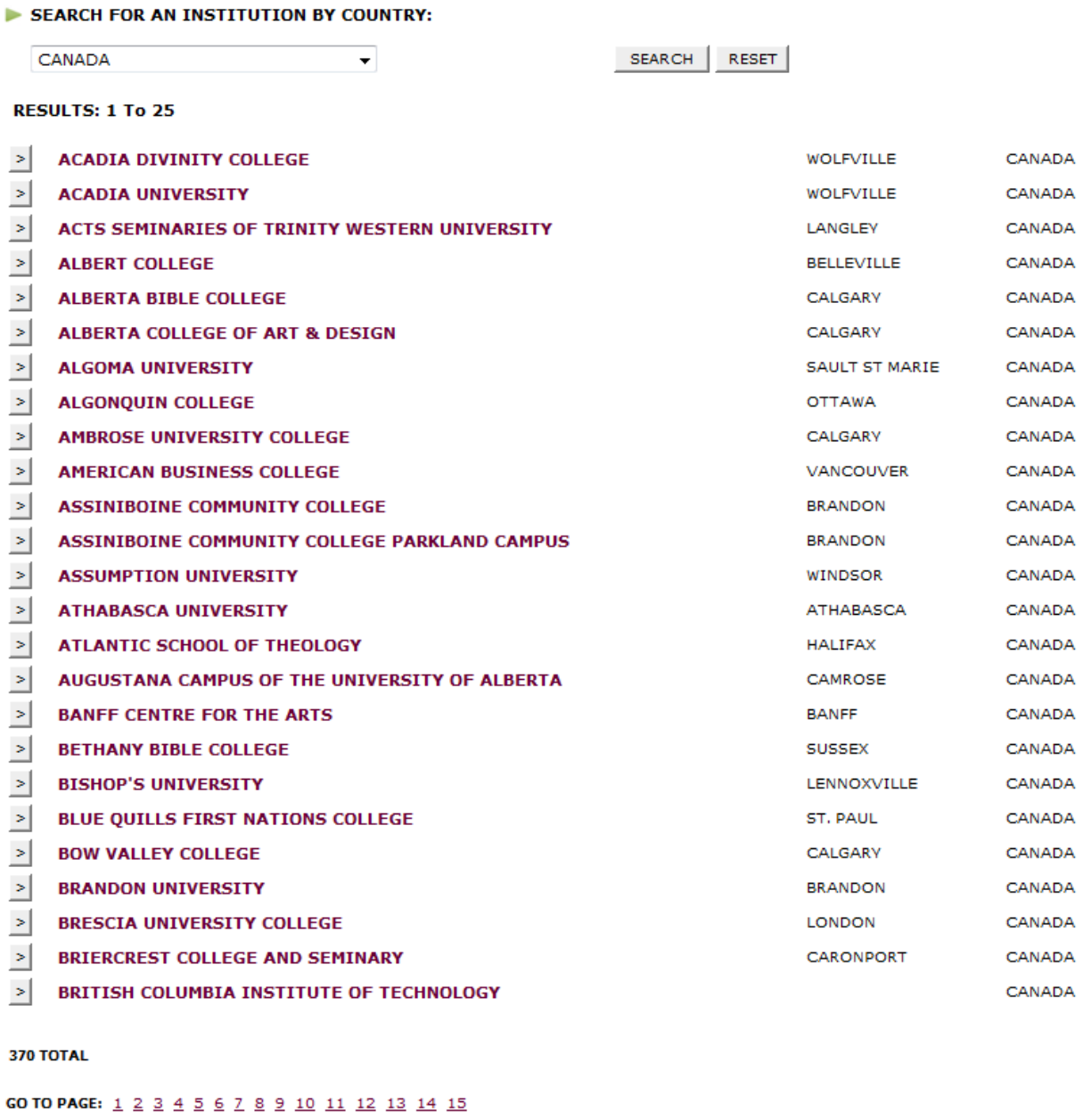
Selecting a country from the drop down menu will display the institutions from that country listed in TES®. The below example displays the output of selecting Canada from the drop down menu (15 pages and 370 institutions).



SEARCH FOR AN INSTITUTION BY COUNTRY:

CANADA SEARCH RESET

RESULTS: 1 To 25

ACADIA DIVINITY COLLEGE	WOLFVILLE	CANADA
ACADIA UNIVERSITY	WOLFVILLE	CANADA
ACTS SEMINARIES OF TRINITY WESTERN UNIVERSITY	LANGLEY	CANADA
ALBERT COLLEGE	BELLEVILLE	CANADA
ALBERTA BIBLE COLLEGE	CALGARY	CANADA
ALBERTA COLLEGE OF ART & DESIGN	CALGARY	CANADA
ALGOMA UNIVERSITY	SAULT ST MARIE	CANADA
ALGONQUIN COLLEGE	OTTAWA	CANADA
AMBROSE UNIVERSITY COLLEGE	CALGARY	CANADA
AMERICAN BUSINESS COLLEGE	VANCOUVER	CANADA
ASSINIBOINE COMMUNITY COLLEGE	BRANDON	CANADA
ASSINIBOINE COMMUNITY COLLEGE PARKLAND CAMPUS	BRANDON	CANADA
ASSUMPTION UNIVERSITY	WINDSOR	CANADA
ATHABASCA UNIVERSITY	ATHABASCA	CANADA
ATLANTIC SCHOOL OF THEOLOGY	HALIFAX	CANADA
AUGUSTANA CAMPUS OF THE UNIVERSITY OF ALBERTA	CAMROSE	CANADA
BANFF CENTRE FOR THE ARTS	BANFF	CANADA
BETHANY BIBLE COLLEGE	SUSSEX	CANADA
BISHOP'S UNIVERSITY	LENNOXVILLE	CANADA
BLUE QUILLS FIRST NATIONS COLLEGE	ST. PAUL	CANADA
BOW VALLEY COLLEGE	CALGARY	CANADA
BRANDON UNIVERSITY	BRANDON	CANADA
BRESCIA UNIVERSITY COLLEGE	LONDON	CANADA
BRIERCREST COLLEGE AND SEMINARY	CARONPORT	CANADA
BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY		CANADA

370 TOTAL

GO TO PAGE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

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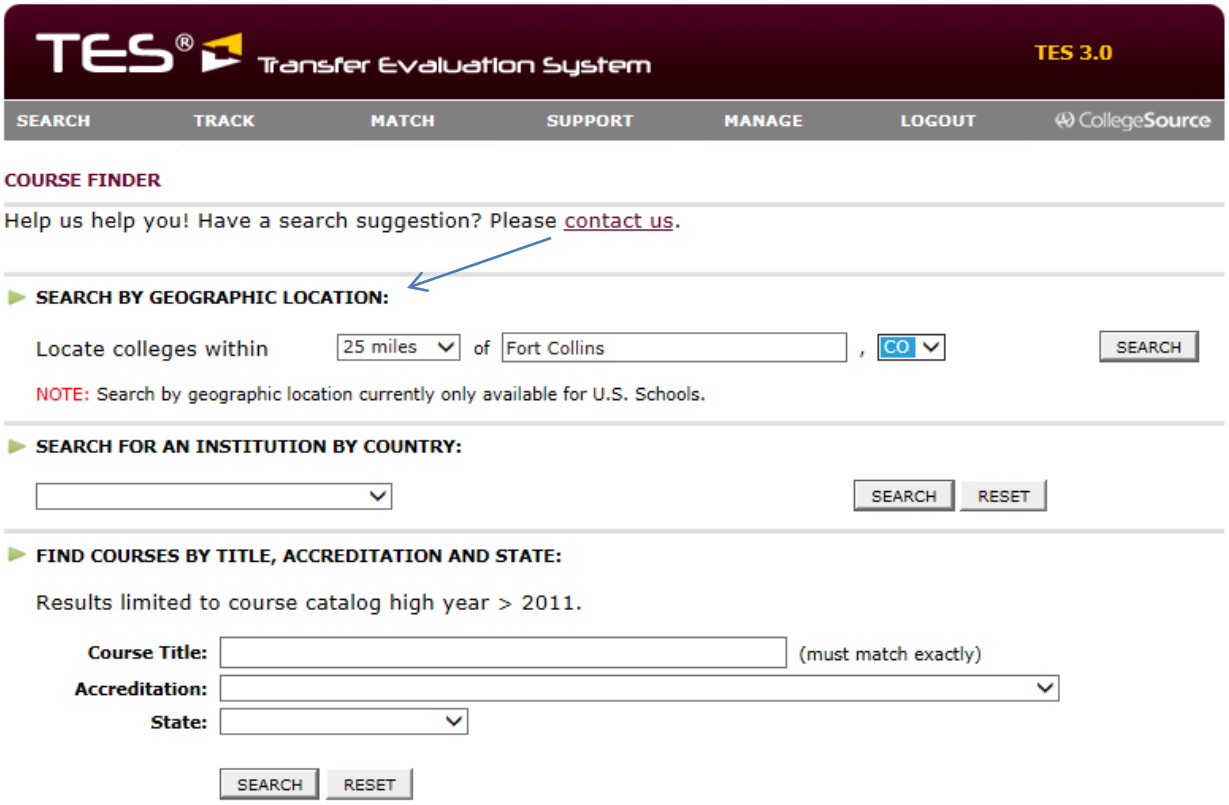
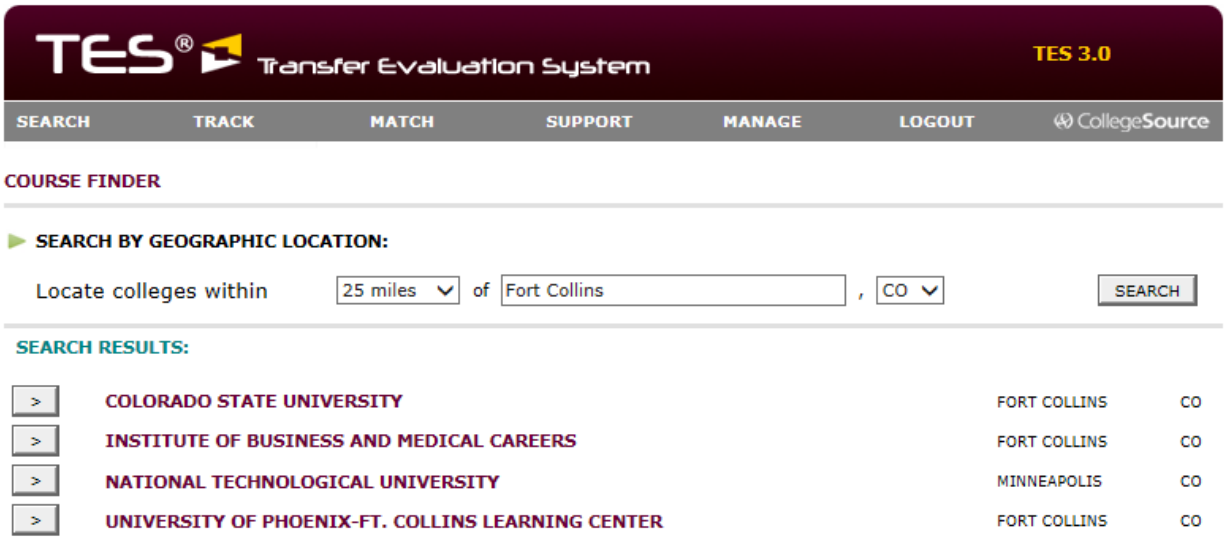
Search by Geographic Location

Search for U.S. institutions within a mile range of a certain city and state:



Results:



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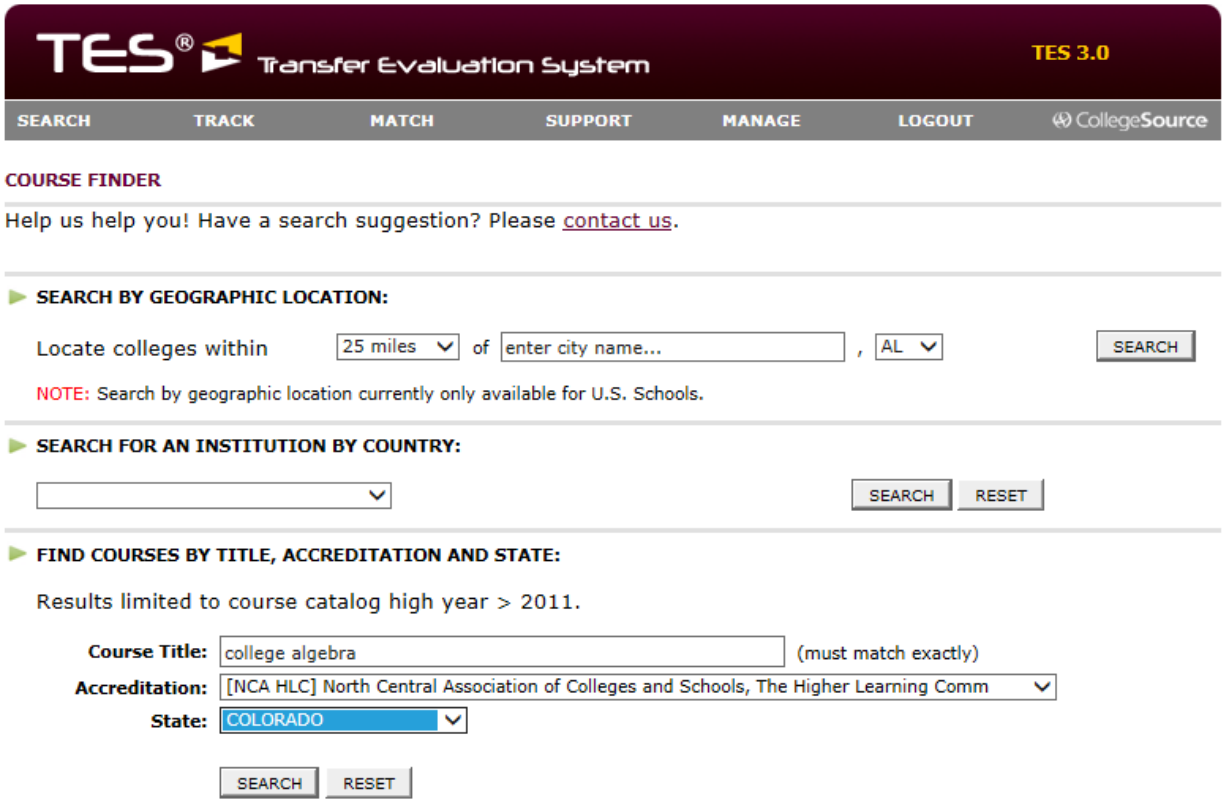
SEARCH:

Course Finder/Alternate Search:

Find Courses By Title, Accreditation and State

This feature is used to locate certain courses searched by title from an institution in a particular state with a specified accreditation.

- Type in the Course **Title**.
- Select the appropriate **Accreditation**.
- Select the **State**.



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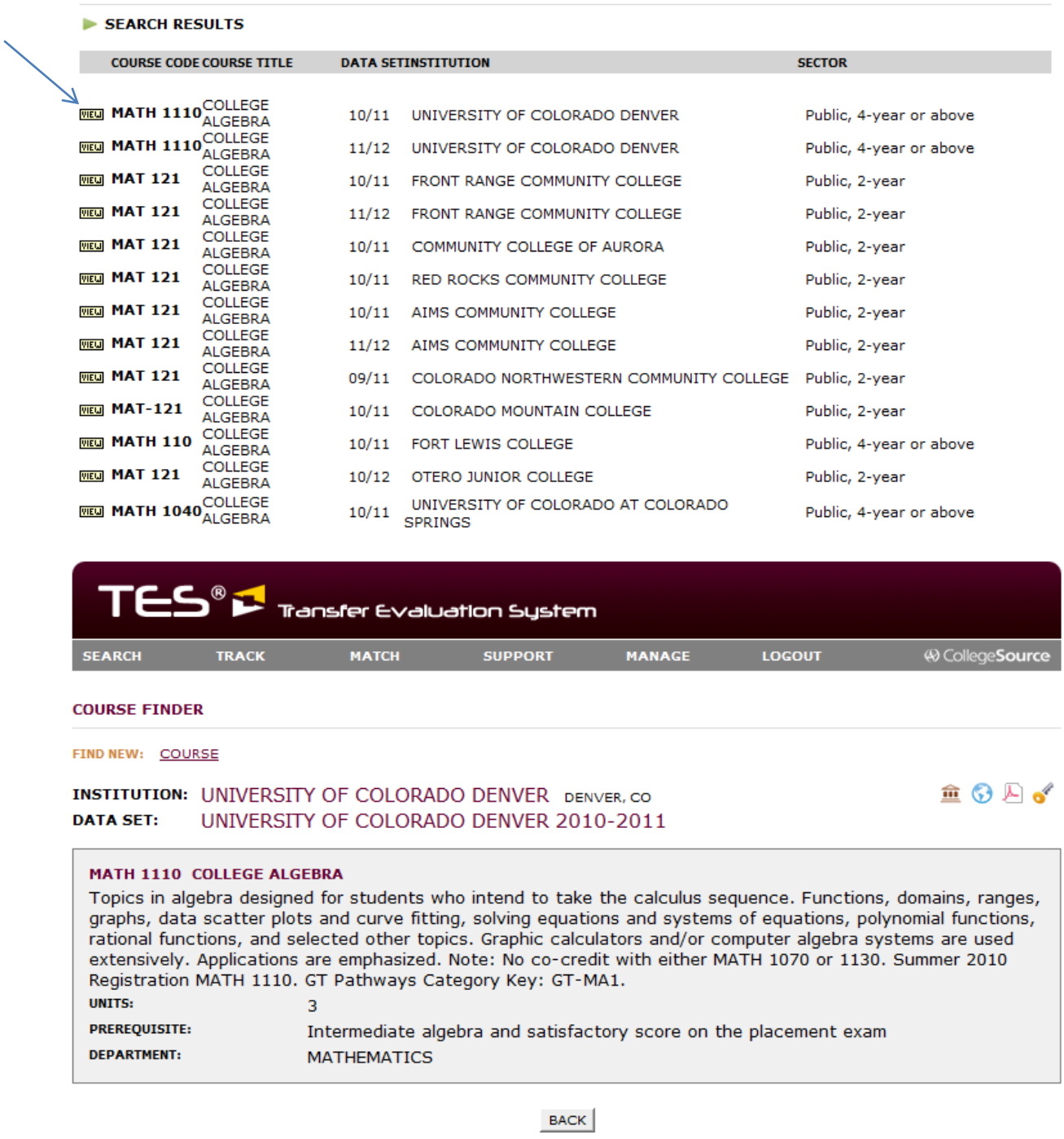
The results list displays any courses that meet this criteria. Select the VIEW button to review the course information.



SEARCH RESULTS

COURSE CODE	COURSE TITLE	DATA SET	INSTITUTION	SECTOR
MATH 1110	COLLEGE ALGEBRA	10/11	UNIVERSITY OF COLORADO DENVER	Public, 4-year or above
MATH 1110	COLLEGE ALGEBRA	11/12	UNIVERSITY OF COLORADO DENVER	Public, 4-year or above
MAT 121	COLLEGE ALGEBRA	10/11	FRONT RANGE COMMUNITY COLLEGE	Public, 2-year
MAT 121	COLLEGE ALGEBRA	11/12	FRONT RANGE COMMUNITY COLLEGE	Public, 2-year
MAT 121	COLLEGE ALGEBRA	10/11	COMMUNITY COLLEGE OF AURORA	Public, 2-year
MAT 121	COLLEGE ALGEBRA	10/11	RED ROCKS COMMUNITY COLLEGE	Public, 2-year
MAT 121	COLLEGE ALGEBRA	10/11	AIMS COMMUNITY COLLEGE	Public, 2-year
MAT 121	COLLEGE ALGEBRA	11/12	AIMS COMMUNITY COLLEGE	Public, 2-year
MAT 121	COLLEGE ALGEBRA	09/11	COLORADO NORTHWESTERN COMMUNITY COLLEGE	Public, 2-year
MAT-121	COLLEGE ALGEBRA	10/11	COLORADO MOUNTAIN COLLEGE	Public, 2-year
MATH 110	COLLEGE ALGEBRA	10/11	FORT LEWIS COLLEGE	Public, 4-year or above
MAT 121	COLLEGE ALGEBRA	10/12	OTERO JUNIOR COLLEGE	Public, 2-year
MATH 1040	COLLEGE ALGEBRA	10/11	UNIVERSITY OF COLORADO AT COLORADO SPRINGS	Public, 4-year or above

TES® Transfer Evaluation System

SEARCH TRACK MATCH SUPPORT MANAGE LOGOUT CollegeSource

COURSE FINDER

FIND NEW: COURSE

INSTITUTION: UNIVERSITY OF COLORADO DENVER DENVER, CO

DATA SET: UNIVERSITY OF COLORADO DENVER 2010-2011

MATH 1110 COLLEGE ALGEBRA

Topics in algebra designed for students who intend to take the calculus sequence. Functions, domains, ranges, graphs, data scatter plots and curve fitting, solving equations and systems of equations, polynomial functions, rational functions, and selected other topics. Graphic calculators and/or computer algebra systems are used extensively. Applications are emphasized. Note: No co-credit with either MATH 1070 or 1130. Summer 2010 Registration MATH 1110. GT Pathways Category Key: GT-MA1.

UNITS: 3

PREREQUISITE: Intermediate algebra and satisfactory score on the placement exam

DEPARTMENT: MATHEMATICS

BACK

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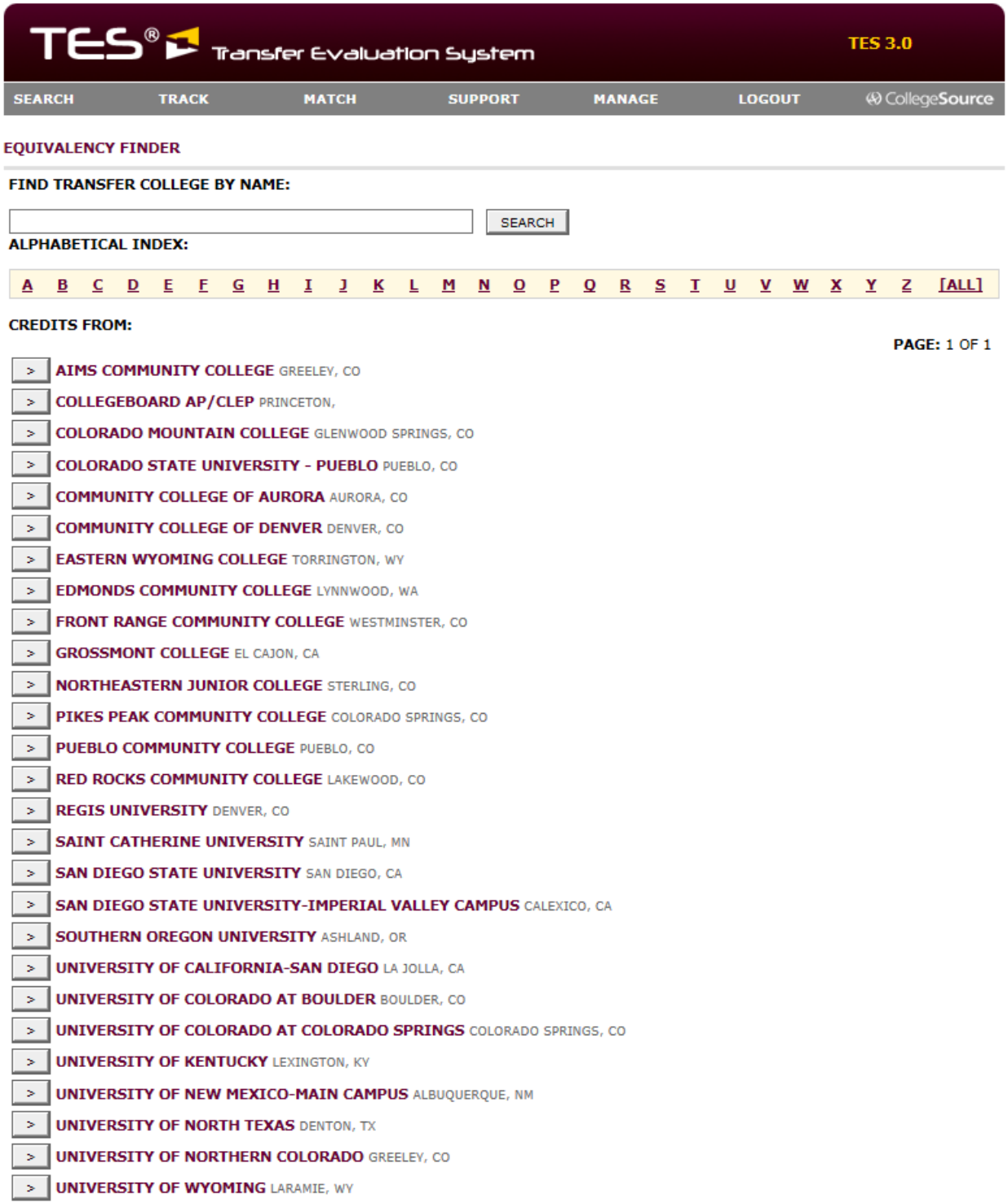
SEARCH:

Equivalency Finder

The Equivalency Finder is a searchable, "view only" list of established equivalencies by institution. It echoes the Public View and allows users without equivalency manager rights to search through your account's existing equivalencies. Equivalencies cannot be created, edited or deleted from this function.



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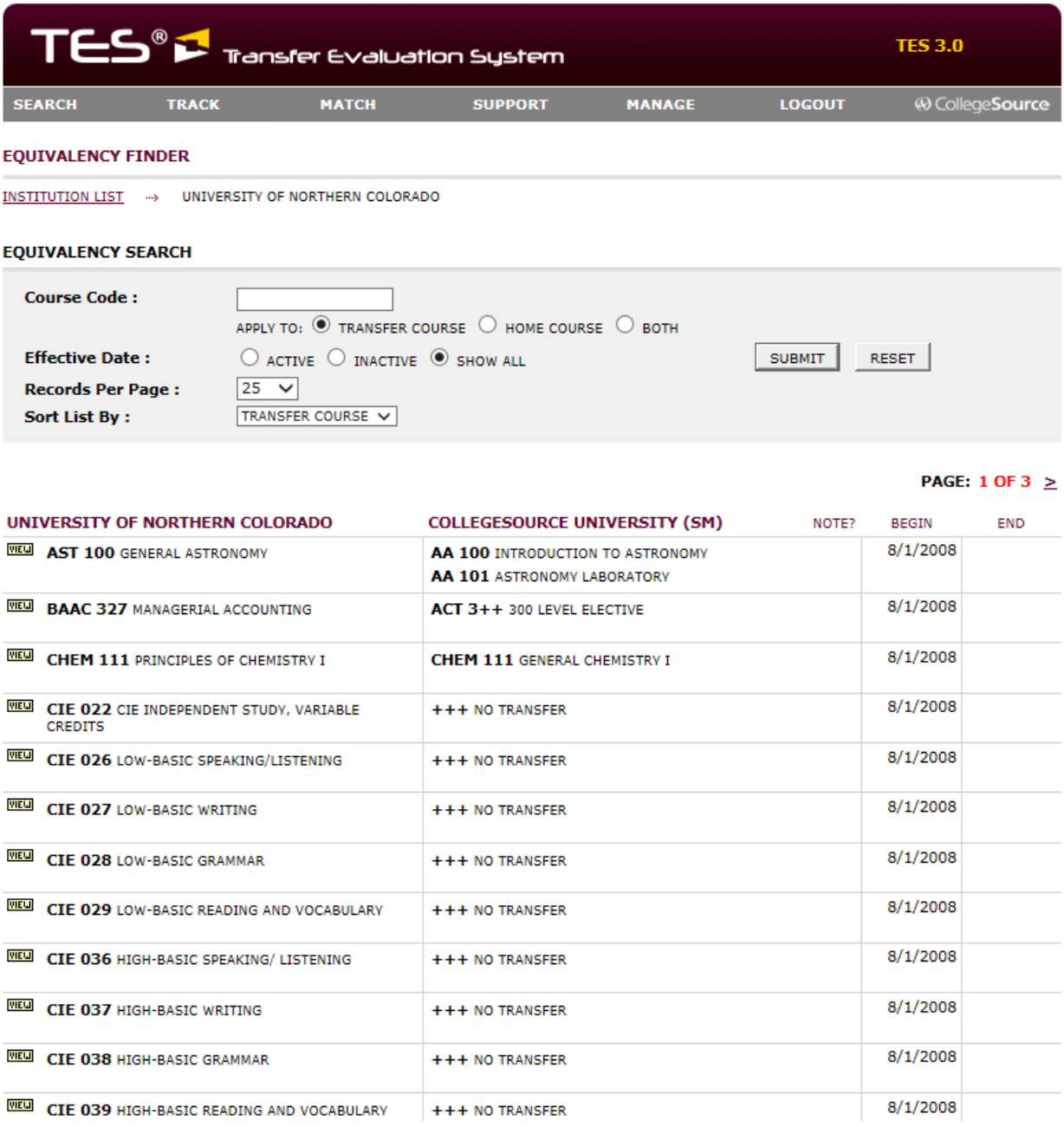
Select an Institution:

Many searches can be performed on stored equivalencies:

- Search by Course Code – enter a course code and then select the appropriate radio button, Transfer Course, Home Course or Both.
- Search by Effective Date – select Active for current equivalencies, Inactive for those equivalencies that have an end date in the past, or Show All to see both Active and Inactive equivalencies.
- Select how many Records to be displayed per page.
- Sort the list by Transfer Course, Home Course, Begin Date, or End Date.



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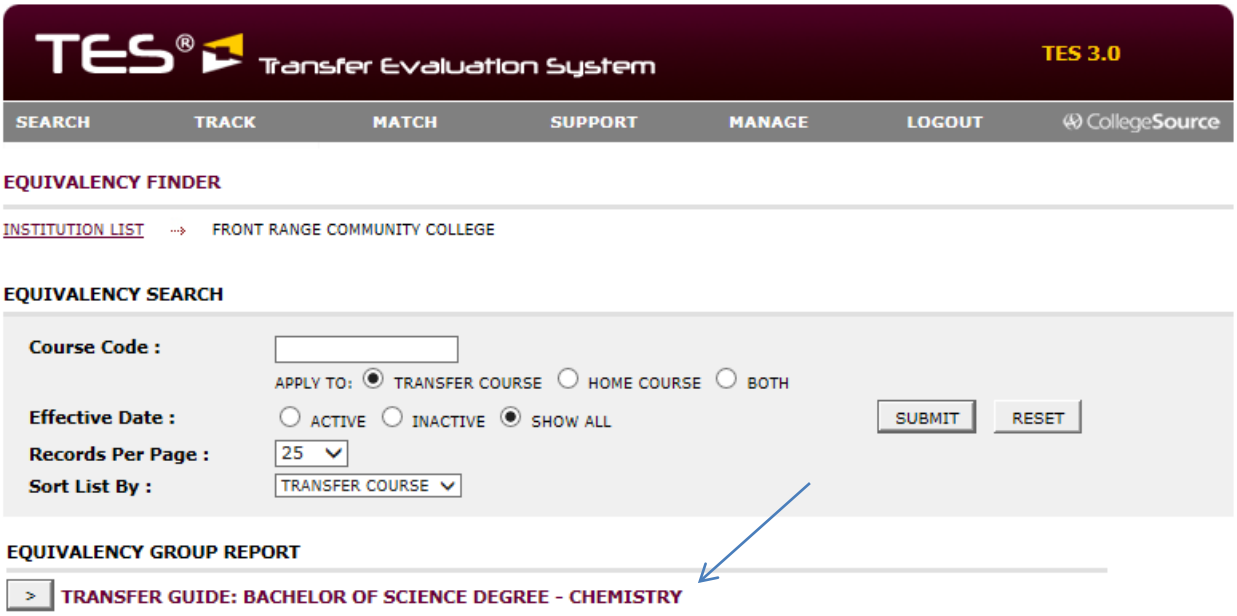
If an institution has an Equivalency Group Report, the Report will be displayed and can be viewed. Or select the Submit button to view all equivalencies.



Course List Report

These reports are generated for display of courses from an institution. They may be used for advising; a report can be produced for a student transferring from another institution, or for a current student that needs to attend elsewhere for a semester and return to your institution, used as a Transfer Credit Report, or any number of purposes.

- Name the report in the Report Title Field (display will be all upper case).
- To share this report with other TES Users on your campus that have access to these reports thru their User Rights, check the Share report? Box. Non-owners of the shared reports cannot edit these reports.
- Select NEXT >.

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COURSE LIST REPORT 1

CREATE A NEW COURSE LIST REPORT:

Report Title: aims - transer * required

Share report?

RESET NEXT >

SELECT A COURSE LIST REPORT:

MY REPORTS

	REPORT TITLE	DATE	EQ REPORT	RENAME	COPY	SHARE	DELETE
>	AIMS	1/4/2013	>	>	>	>	X
>	AIMS - FOR STUDENT	10/29/2010	>	>	>	>	X
>	CMC	6/10/2013	>	>	>	>	X
>	FA11 JONES MARK	2/4/2011	>	>	>	>	X
>	FA11 SMITH JOHN	2/4/2011	>	>	>	>	X
>	FRCC	9/27/2012	>	>	>	>	X
>	FRCC - ART	11/9/2009	>	>	>	>	X
>	FRCC - BUSINESS	10/31/2009	>	>	>	>	X
>	FRCC - TRANSFER	1/16/2012	>	>	>	>	X
>	MAY SHELLY	4/26/2011	>	>	>	>	X
>	MULTIPLE INSTITUTIONS	3/15/2011	>	>	>	>	X
>	ROBERT JONES	5/15/2013	>	>	>	>	X
>	SP11 SMITH JOHN	2/4/2011	>	>	>	>	X
>	UCB	5/19/2011	>	>	>	>	X
>	UNC - FOR STUDENT	12/30/2010	>	>	>	>	X
>	UNT	11/1/2012	>	>	>	>	X

SHARED REPORTS (view only if not owner)

			EQ REPORT	REPORT OWNER
>	UCB	5/19/2011	>	Jackson, Shelly

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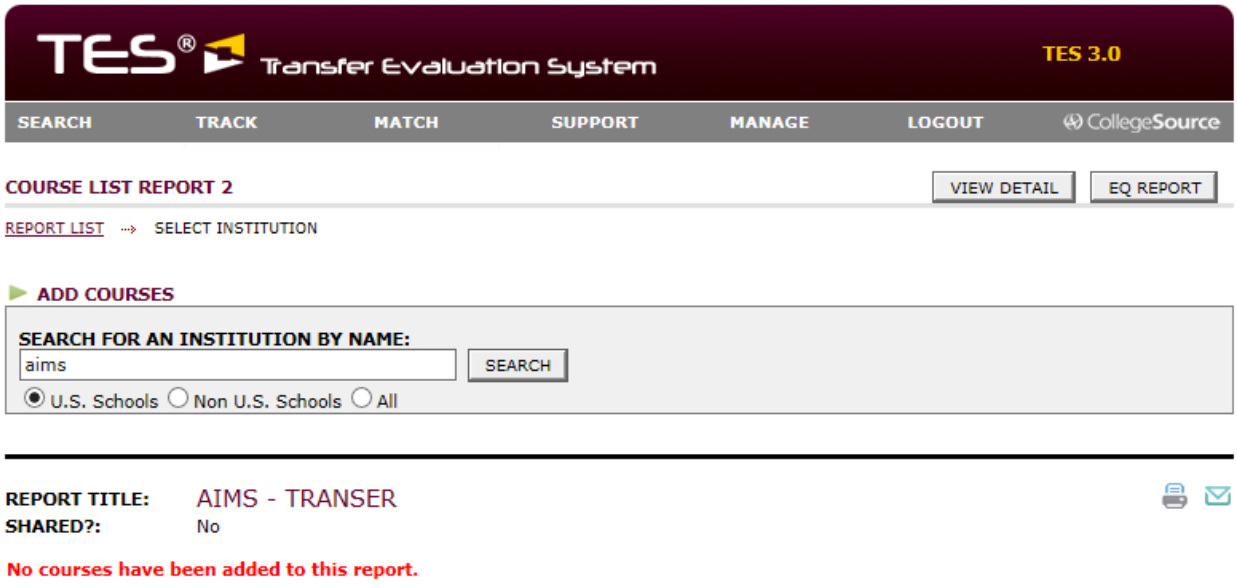
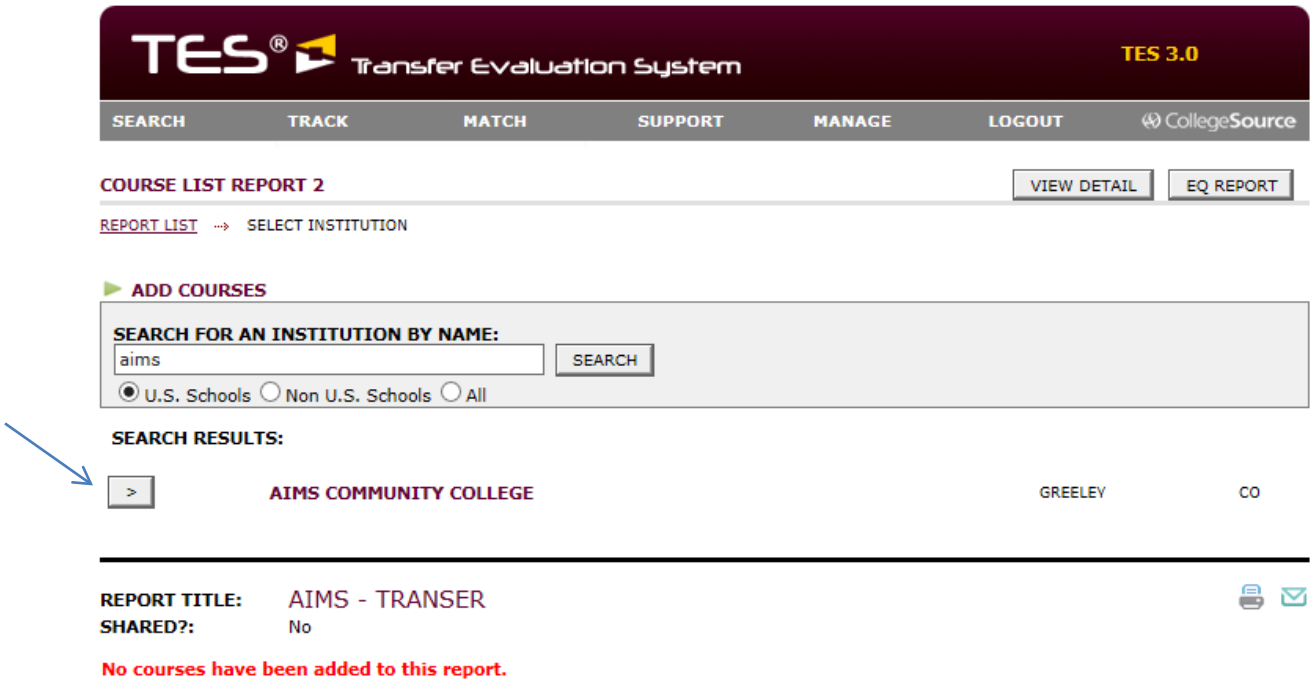
- Type in an institution and select SEARCH.



- Select the institution.



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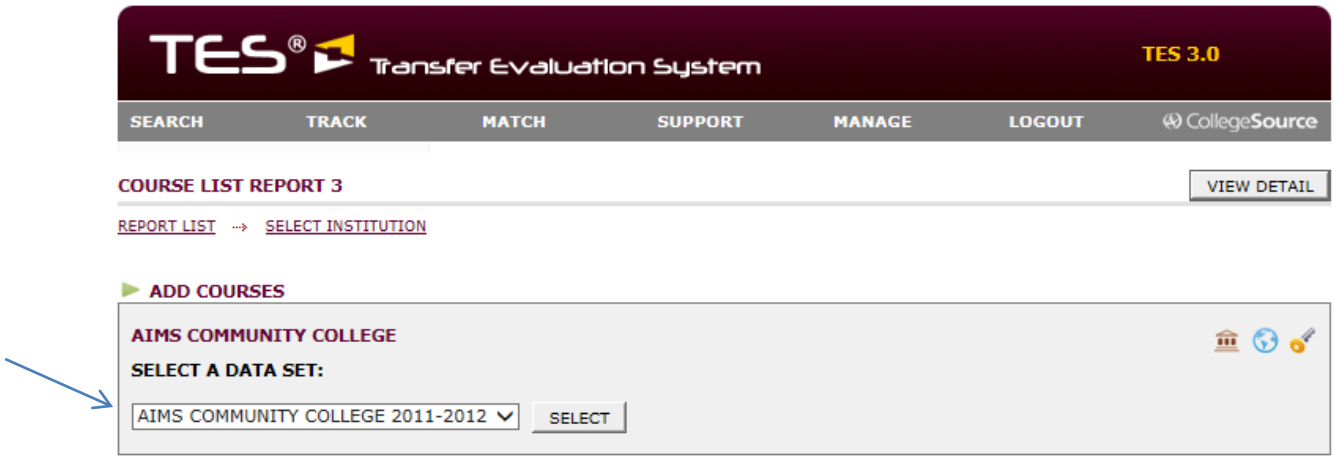
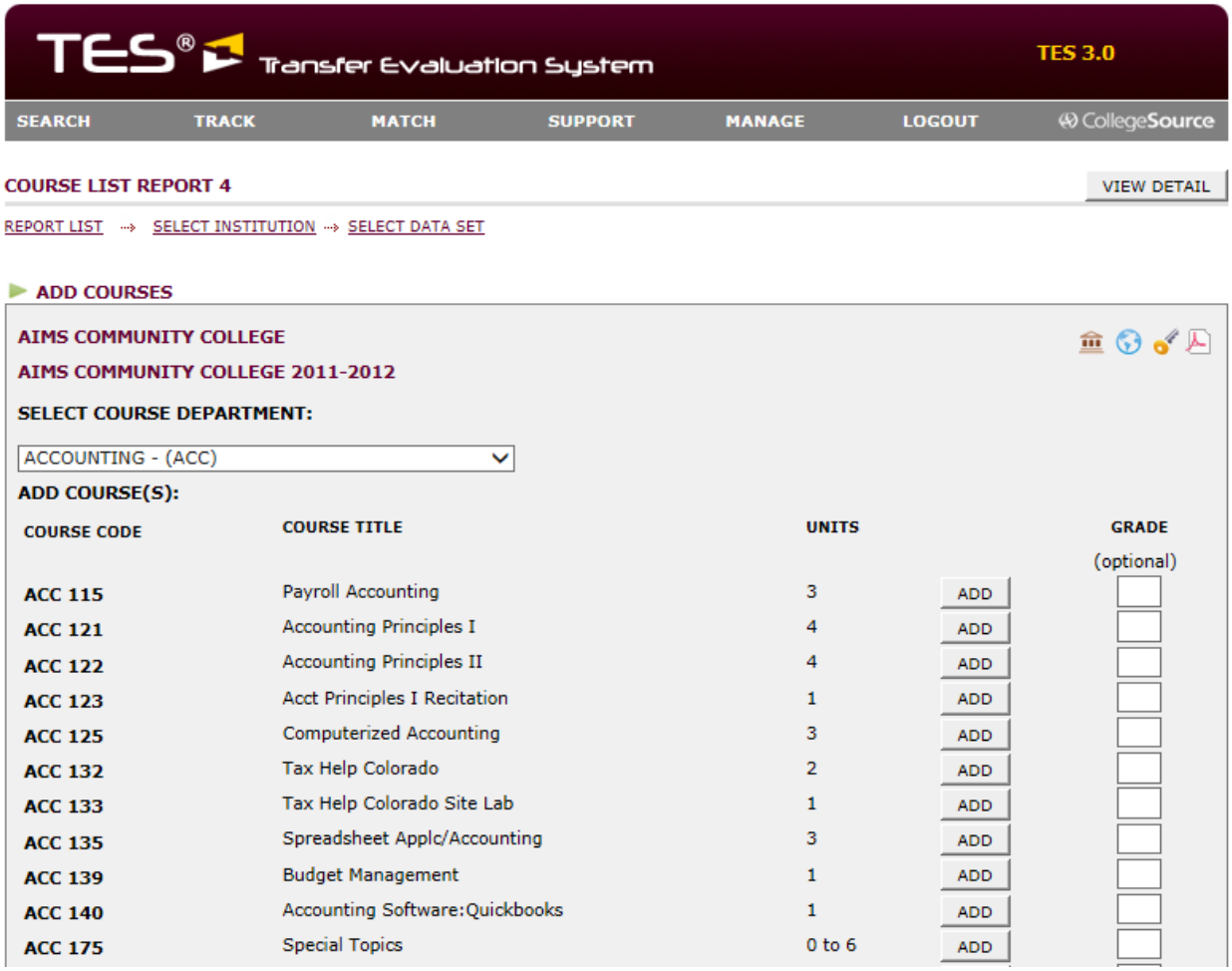
- Select the DATA SET.



- Add the courses by using the department drop down menu and selecting the ADD button. Grades may be added to each course. The list of courses selected will appear at the bottom of the page.



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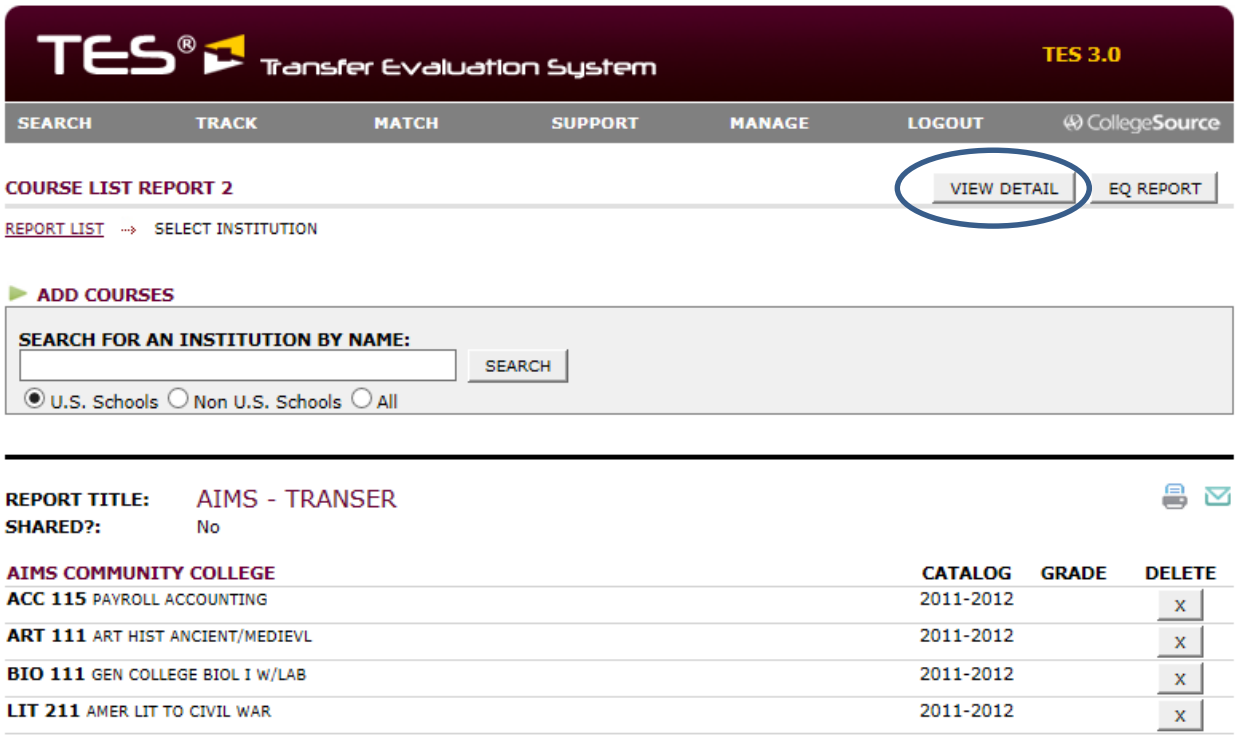
- Select VIEW DETAIL to display the course description for each course.



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COURSE LIST REPORT : DETAIL VIEW

VIEW SUMMARY | EQ REPORT

REPORT LIST ⇢ DETAIL VIEW

Report Title: AIMS - TRANSER

SHARED ACCESS?: **No**

AIMS COMMUNITY COLLEGE

ACC 115 PAYROLL ACCOUNTING

Studies federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations. Students are exposed to computerized payroll procedures.

UNITS : 3
PREREQ : ACC 121
DEPT : ACCOUNTING
SOURCE CATALOG: Aims Community College 2011-2012

ART 111 ART HIST ANCIENT/MEDIEVL

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Ancient through the Medieval periods. This course is a state guaranteed transfer course GT-AH1. (Formerly titled "Art History I").

UNITS : 3
DEPT : ART
SOURCE CATALOG: Aims Community College 2011-2012

BIO 111 GEN COLLEGE BIOL I W/LAB

Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure and function, and the metabolic processes of respiration, and photosynthesis, as well as cell reproduction and basic concepts of heredity. The course includes laboratory experience. This course is a state guaranteed transfer course GT-SC1.

UNITS : 5
PREREQ : BIO 105 or high school general biology within last 7 years
DEPT : BIOLOGY SCIENCES
SOURCE CATALOG: Aims Community College 2011-2012

LIT 211 AMER LIT TO CIVIL WAR

Provides an overview of American literature for the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of work in various genres by major writers. This course is a state guaranteed transfer course GT-AH2. (Formerly titled "Survey of American Lit I").

UNITS : 3
DEPT : LITERATURE
SOURCE CATALOG: Aims Community College 2011-2012

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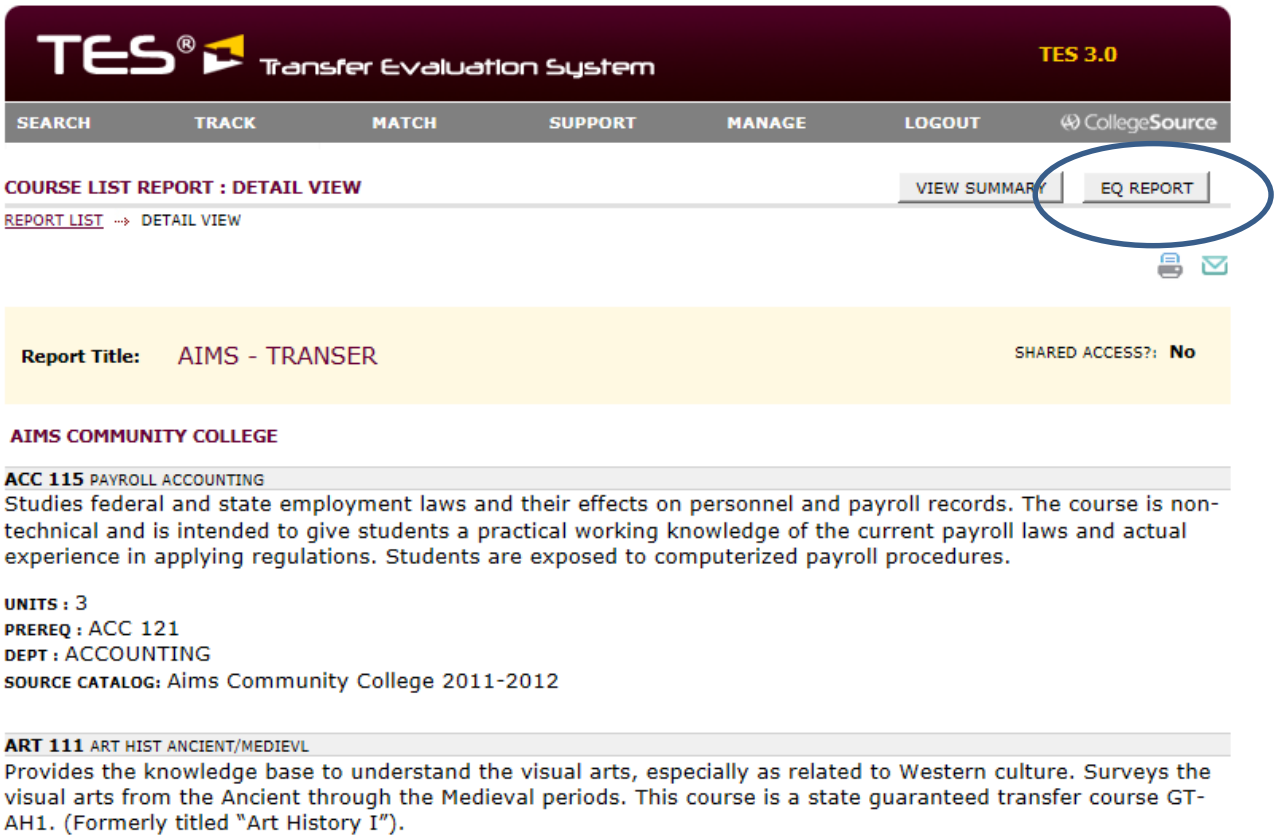
Equivalency Report

Run an EQ REPORT (Equivalency Report):

- This displays the equivalencies from the TES® database for any of the courses.
- This report may be printed or e-mailed .



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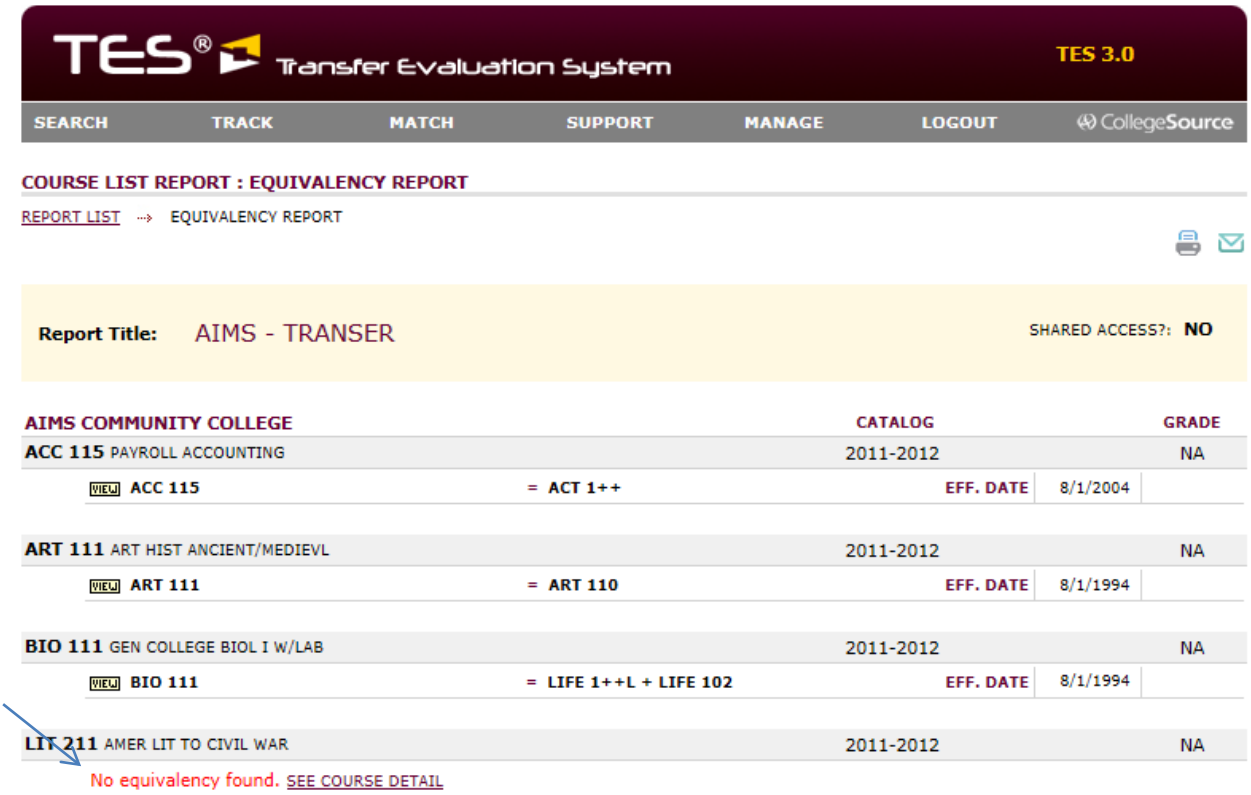
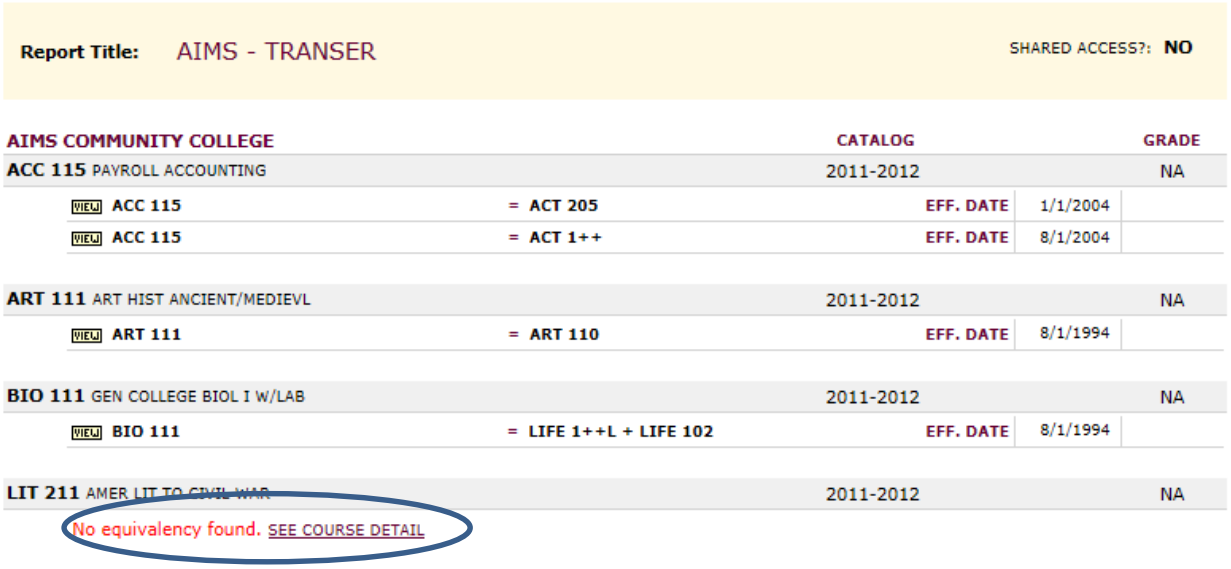
- Equivalencies are listed if articulated. Those that are not are listed as No equivalency found.



- By selecting SEE COURSE DETAIL, the course description is returned to set up the evaluation or creation of the equivalency.



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TES® Transfer Evaluation System TES 3.0

SEARCH TRACK MATCH SUPPORT MANAGE LOGOUT CollegeSource

COURSE FINDER 4

FIND NEW: INSTITUTION → DATA SET → COURSE

INSTITUTION: AIMS COMMUNITY COLLEGE GREELEY, CO
DATA SET: AIMS COMMUNITY COLLEGE 2011-2012

LIT 211 AMER LIT TO CIVIL WAR

Provides an overview of American literature for the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of work in various genres by major writers. This course is a state guaranteed transfer course GT-AH2. (Formerly titled "Survey of American Lit I").

UNITS: 3

DEPARTMENT: LITERATURE

VERSION HISTORY : 06/07 - 11/12

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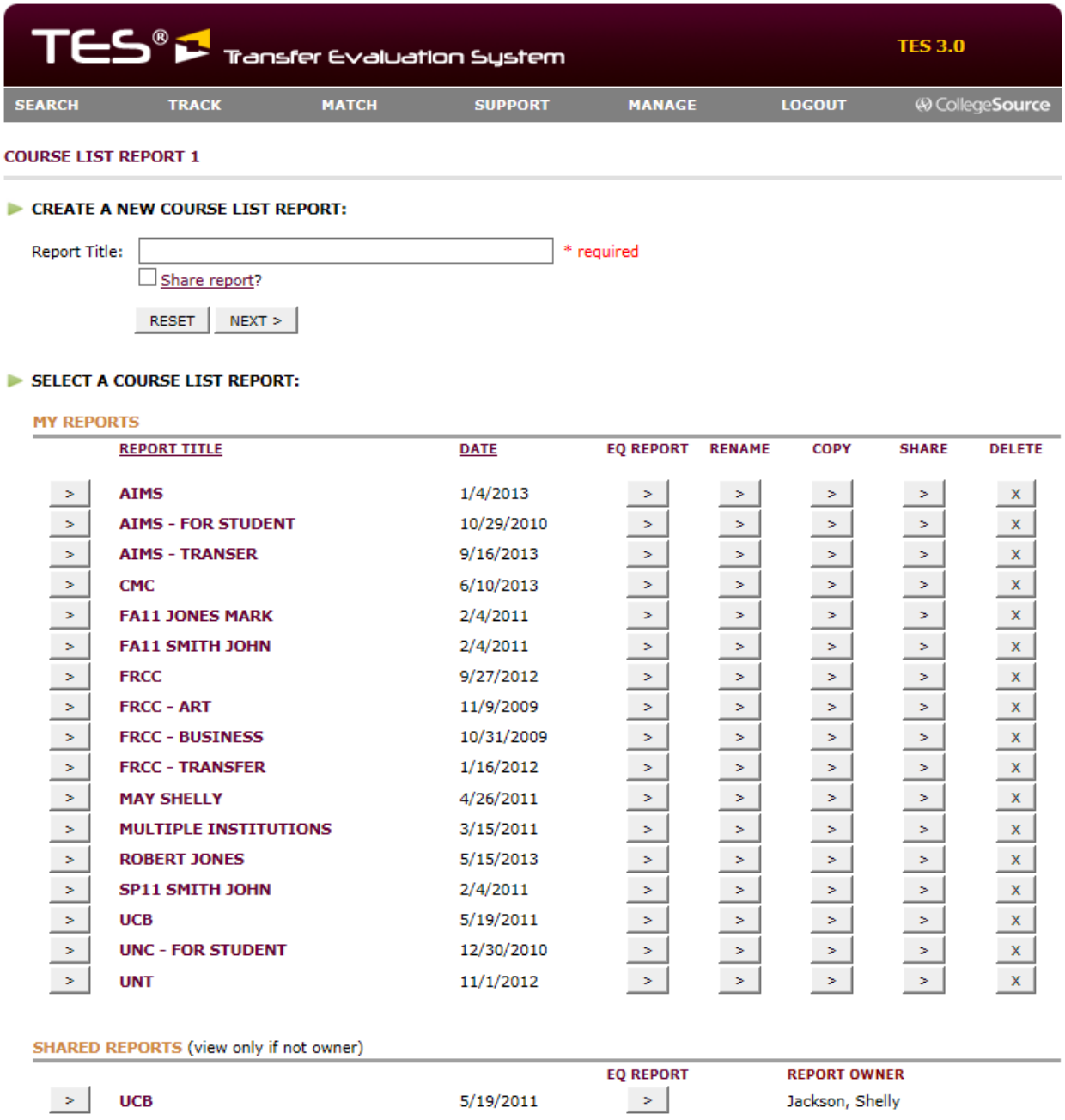
These Course List Reports can be edited from the main screen: an EQ REPORT may be run, RENAME the report, COPY the report, SHARE the report with other TES Users on your campus, or DELETE the report.

These reports can be sorted by the REPORT TITLE column or the DATE column.



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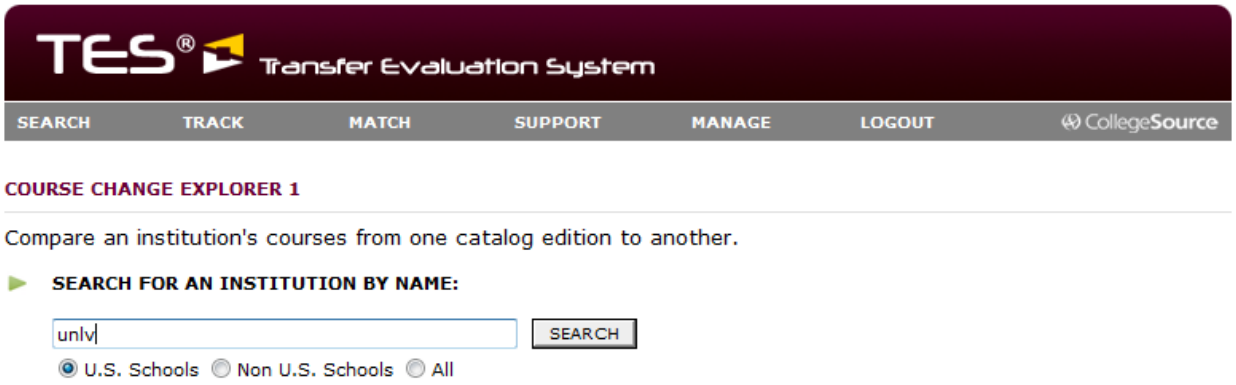
SEARCH:

Course Change Explorer

Having trouble and taking too much valuable time to find changes in versions of another institution's catalog? This tool is used to compare an institution's catalogs from one year to the next. It can be used for a catalog review when keeping your transfer equivalency database up-to-date. This saves valuable time as TES® will highlight the changes between catalogs that are found in a matter of seconds, and makes it very easy for the evaluator to determine what needs to be reviewed.

- Type in name of the institution for comparison. Select SEARCH.



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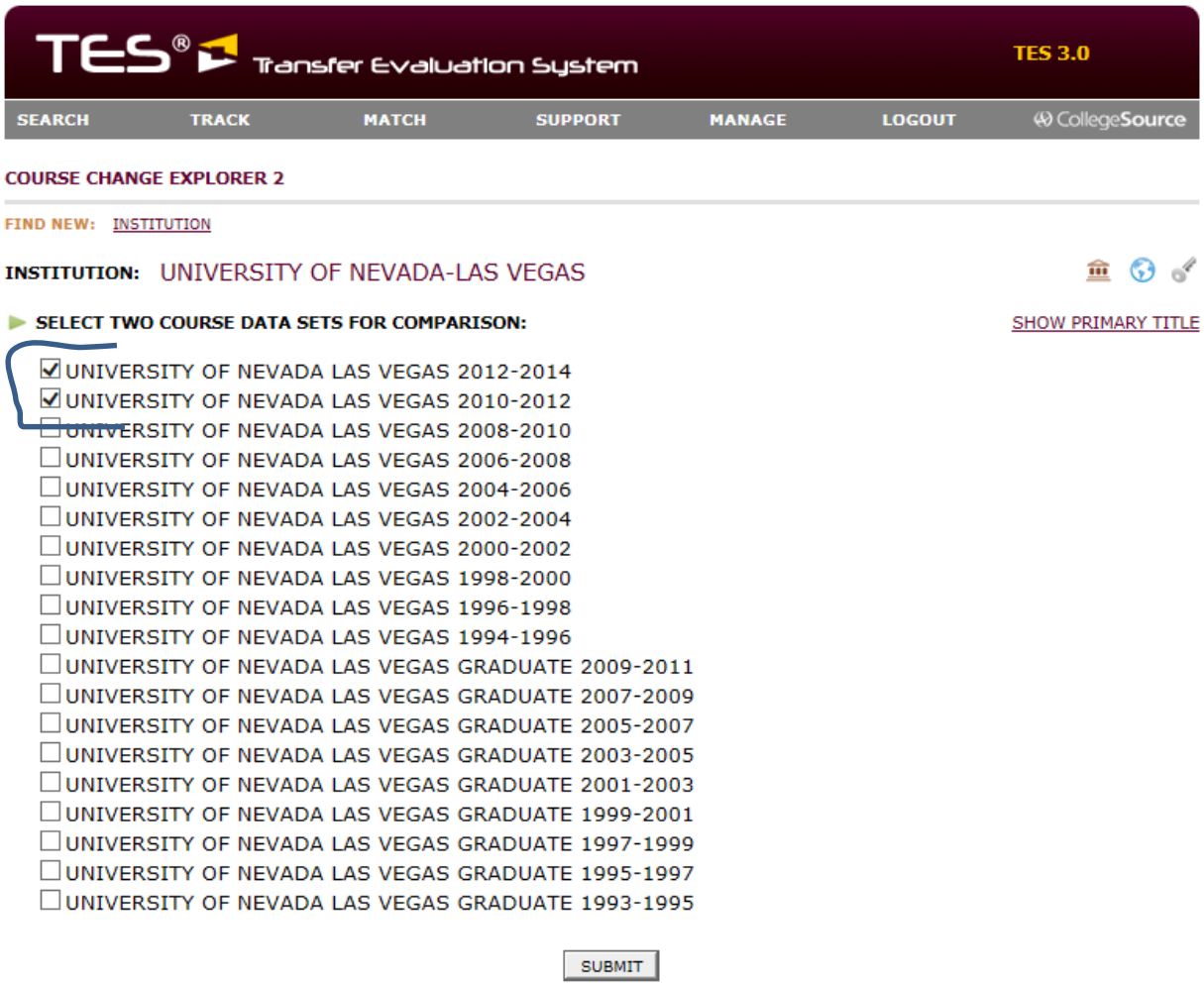
- Select the institution.
- Select the two catalogs to be compared and SUBMIT.



TES® will compare every course code, course title, course description, units/credits, etc. from these two catalogs and provides a list of these changes along with a list of Dropped Courses and Added Courses.

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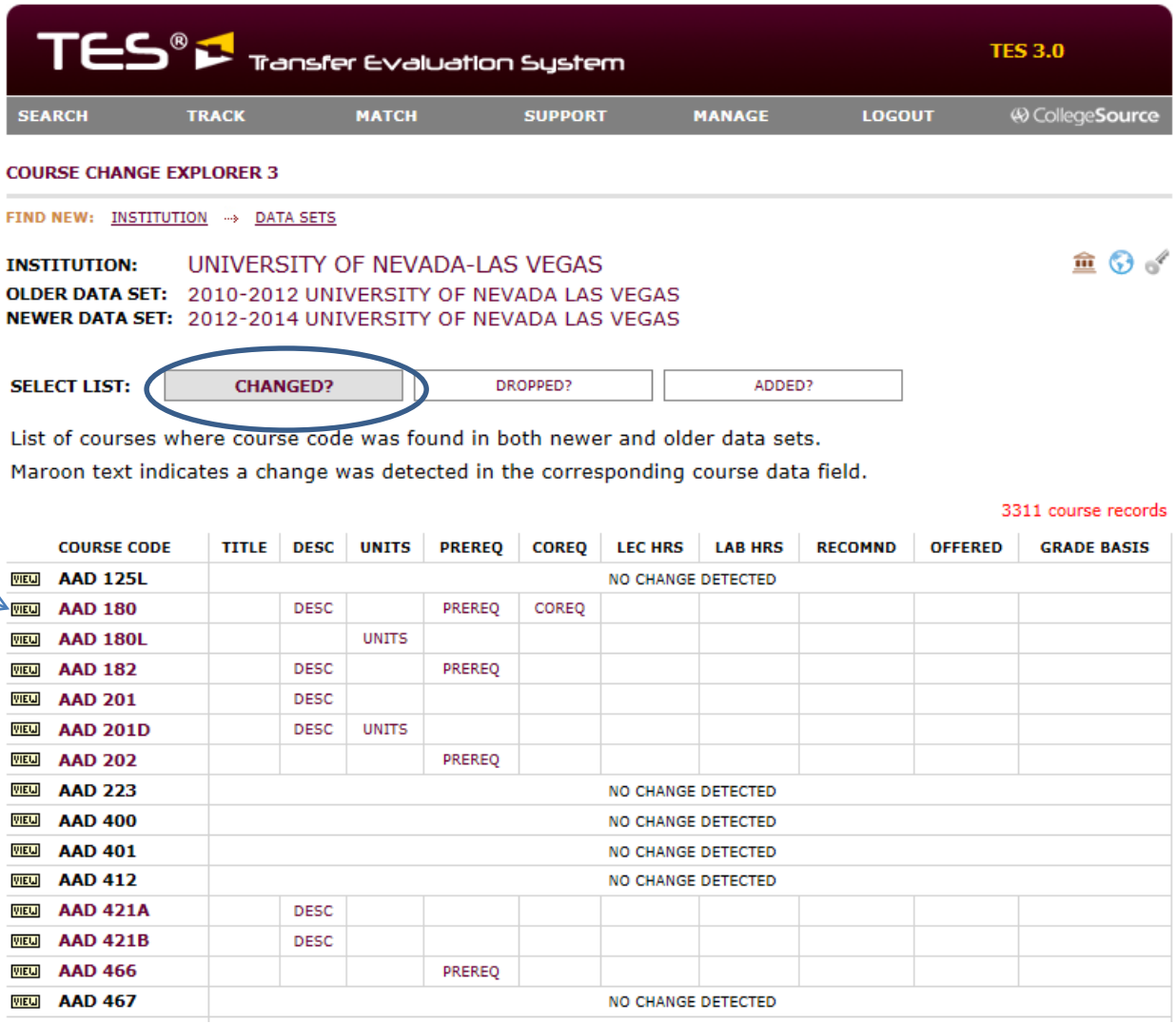
The CHANGED? List reports each course compared and marks the appropriate column for changes.

- Select one of the entries by selecting the VIEW icon:



	COURSE CODE	TITLE	DESC	UNITS	PREREQ	COREQ	LEC HRS	LAB HRS	RECOMND	OFFERED	GRADE BASIS
VIEW	AAD 125L	NO CHANGE DETECTED									
VIEW	AAD 180		DESC		PREREQ	COREQ					
VIEW	AAD 180L			UNITS							
VIEW	AAD 182		DESC		PREREQ						
VIEW	AAD 201		DESC								
VIEW	AAD 201D		DESC	UNITS							
VIEW	AAD 202				PREREQ						
VIEW	AAD 223	NO CHANGE DETECTED									
VIEW	AAD 400	NO CHANGE DETECTED									
VIEW	AAD 401	NO CHANGE DETECTED									
VIEW	AAD 412	NO CHANGE DETECTED									
VIEW	AAD 421A		DESC								
VIEW	AAD 421B		DESC								
VIEW	AAD 466				PREREQ						
VIEW	AAD 467	NO CHANGE DETECTED									

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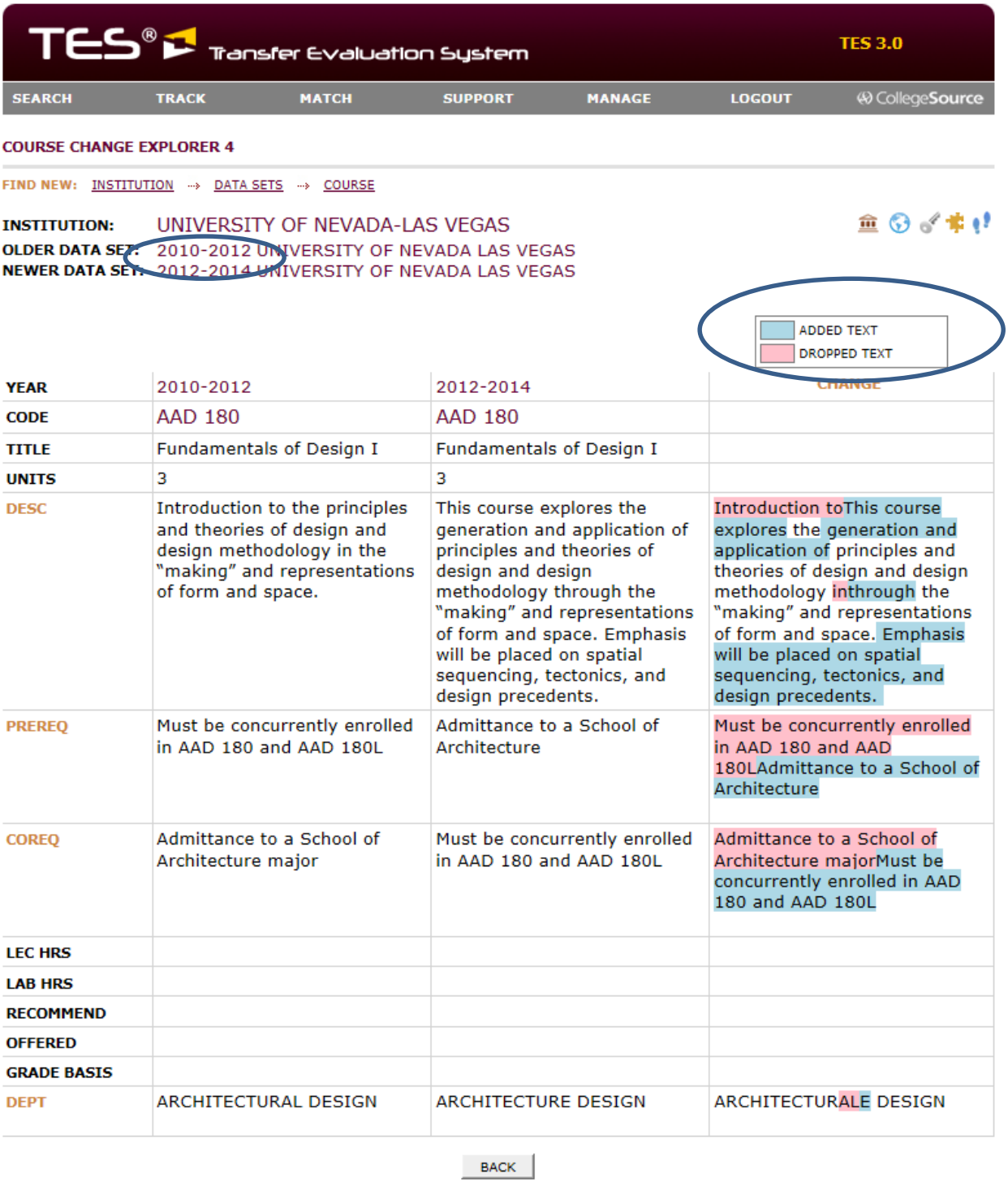
- The first column displays the 2010-12 (older) version of this course and the second column displays the 2012-14 (newer) version. The third column displays and highlights the changes with the blue text as added text and the pink text as dropped text.
- Use the puzzle piece icon to create an equivalency or the footstep icon to route out for evaluation.



	2010-2012	2012-2014	CHANGE
YEAR			
CODE	AAD 180	AAD 180	
TITLE	Fundamentals of Design I	Fundamentals of Design I	
UNITS	3	3	
DESC	Introduction to the principles and theories of design and design methodology in the "making" and representations of form and space.	This course explores the generation and application of principles and theories of design and design methodology through the "making" and representations of form and space. Emphasis will be placed on spatial sequencing, tectonics, and design precedents.	Introduction toThis course explores the generation and application of principles and theories of design and design methodology inthrough the "making" and representations of form and space. Emphasis will be placed on spatial sequencing, tectonics, and design precedents.
PREREQ	Must be concurrently enrolled in AAD 180 and AAD 180L	Admittance to a School of Architecture	Must be concurrently enrolled in AAD 180 and AAD 180LAdmittance to a School of Architecture
COREQ	Admittance to a School of Architecture major	Must be concurrently enrolled in AAD 180 and AAD 180L	Admittance to a School of Architecture majorMust be concurrently enrolled in AAD 180 and AAD 180L
LEC HRS			
LAB HRS			
RECOMMEND			
OFFERED			
GRADE BASIS			
DEPT	ARCHITECTURAL DESIGN	ARCHITECTURE DESIGN	ARCHITECTURALE DESIGN

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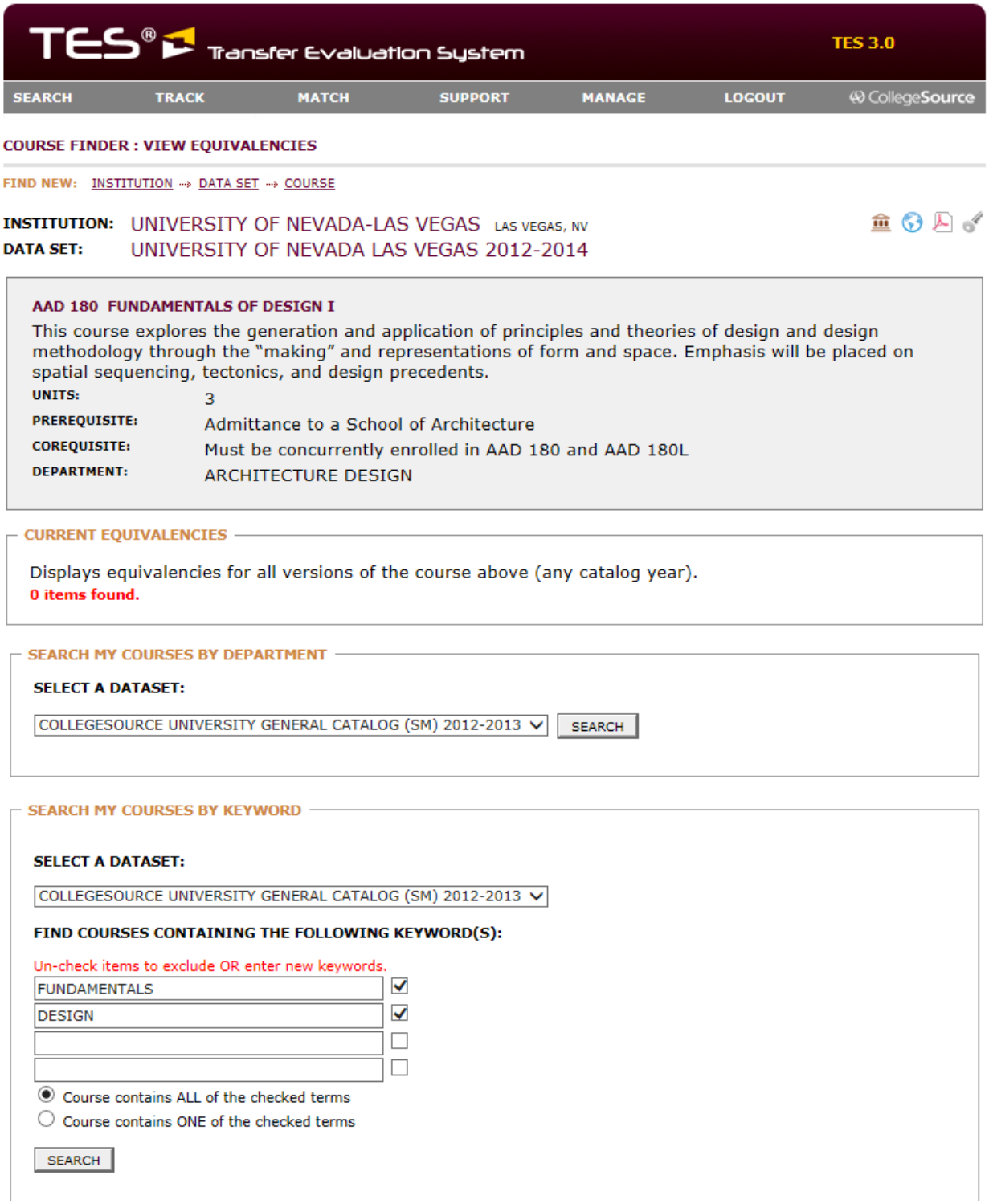
- The puzzle piece icon displays the Course Finder screen with tools to assist with evaluation. If you have an equivalent in the TES® database for this course, it will be displayed.



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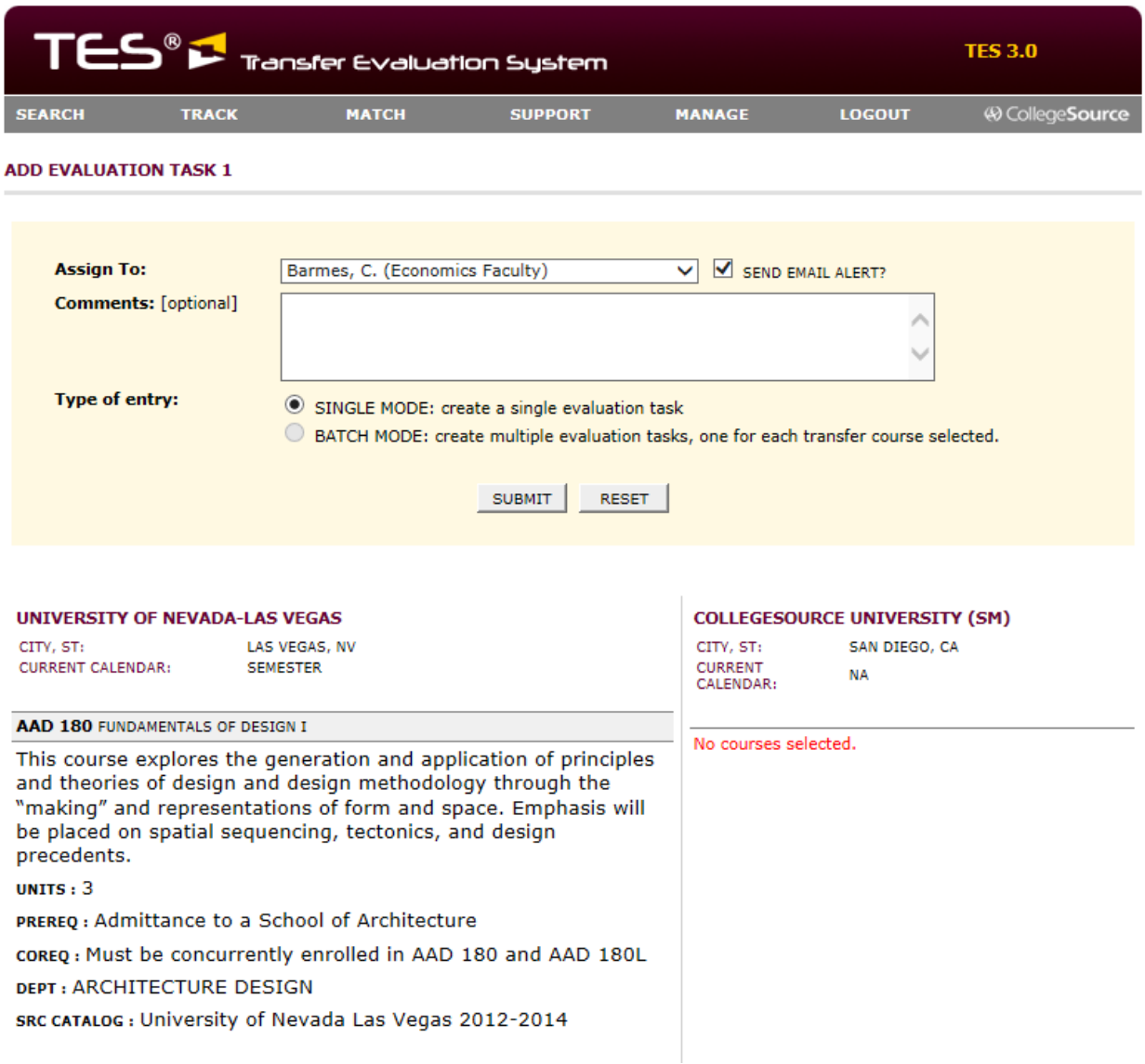
- The footstep icon displays the Evaluation Tracker screen for routing course for transfer determination.



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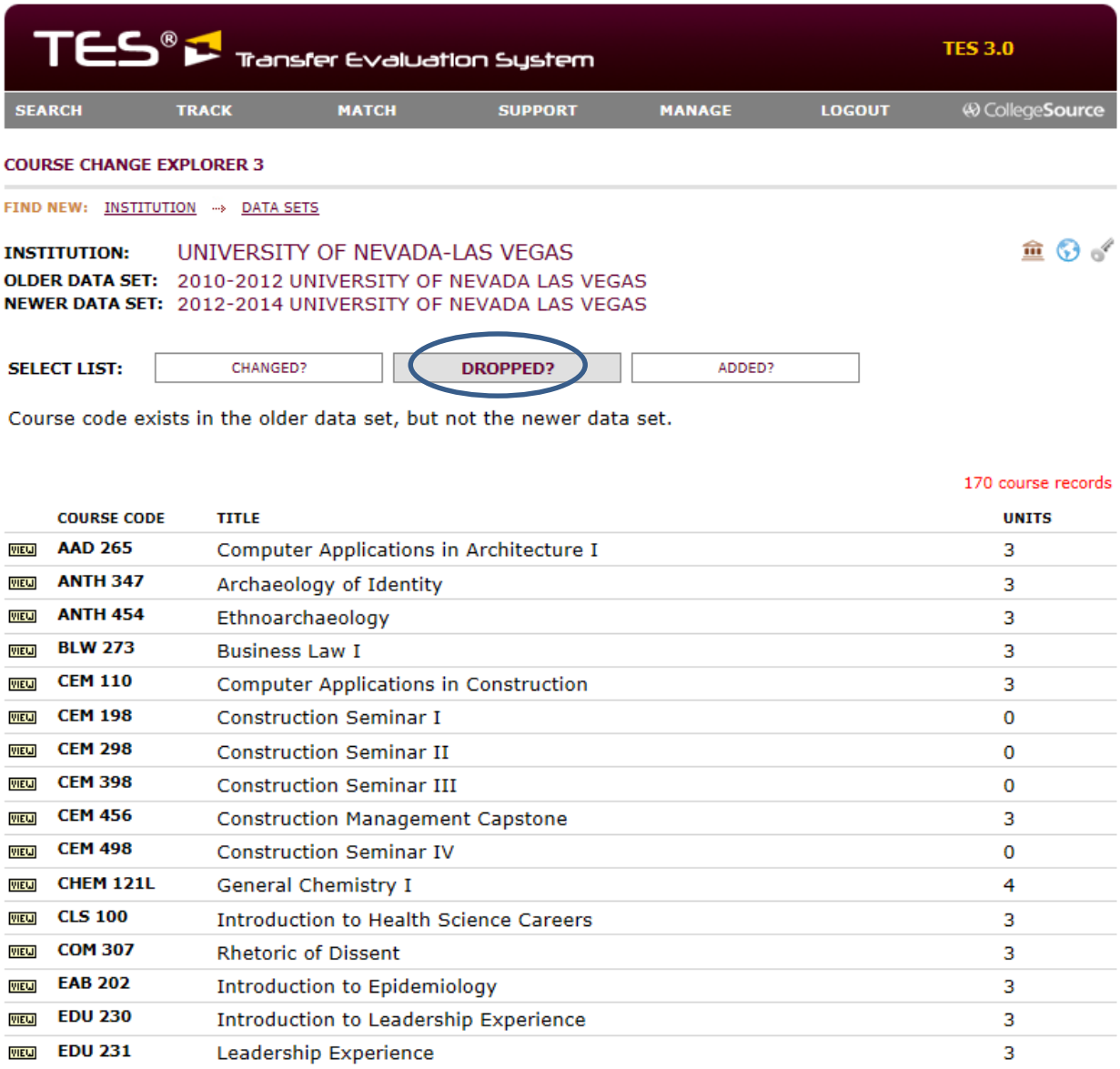
The DROPPED? List reports any courses that were dropped from the older catalog to the newer catalog.



	COURSE CODE	TITLE	UNITS
VIEW	AAD 265	Computer Applications in Architecture I	3
VIEW	ANTH 347	Archaeology of Identity	3
VIEW	ANTH 454	Ethnoarchaeology	3
VIEW	BLW 273	Business Law I	3
VIEW	CEM 110	Computer Applications in Construction	3
VIEW	CEM 198	Construction Seminar I	0
VIEW	CEM 298	Construction Seminar II	0
VIEW	CEM 398	Construction Seminar III	0
VIEW	CEM 456	Construction Management Capstone	3
VIEW	CEM 498	Construction Seminar IV	0
VIEW	CHEM 121L	General Chemistry I	4
VIEW	CLS 100	Introduction to Health Science Careers	3
VIEW	COM 307	Rhetoric of Dissent	3
VIEW	EAB 202	Introduction to Epidemiology	3
VIEW	EDU 230	Introduction to Leadership Experience	3
VIEW	EDU 231	Leadership Experience	3

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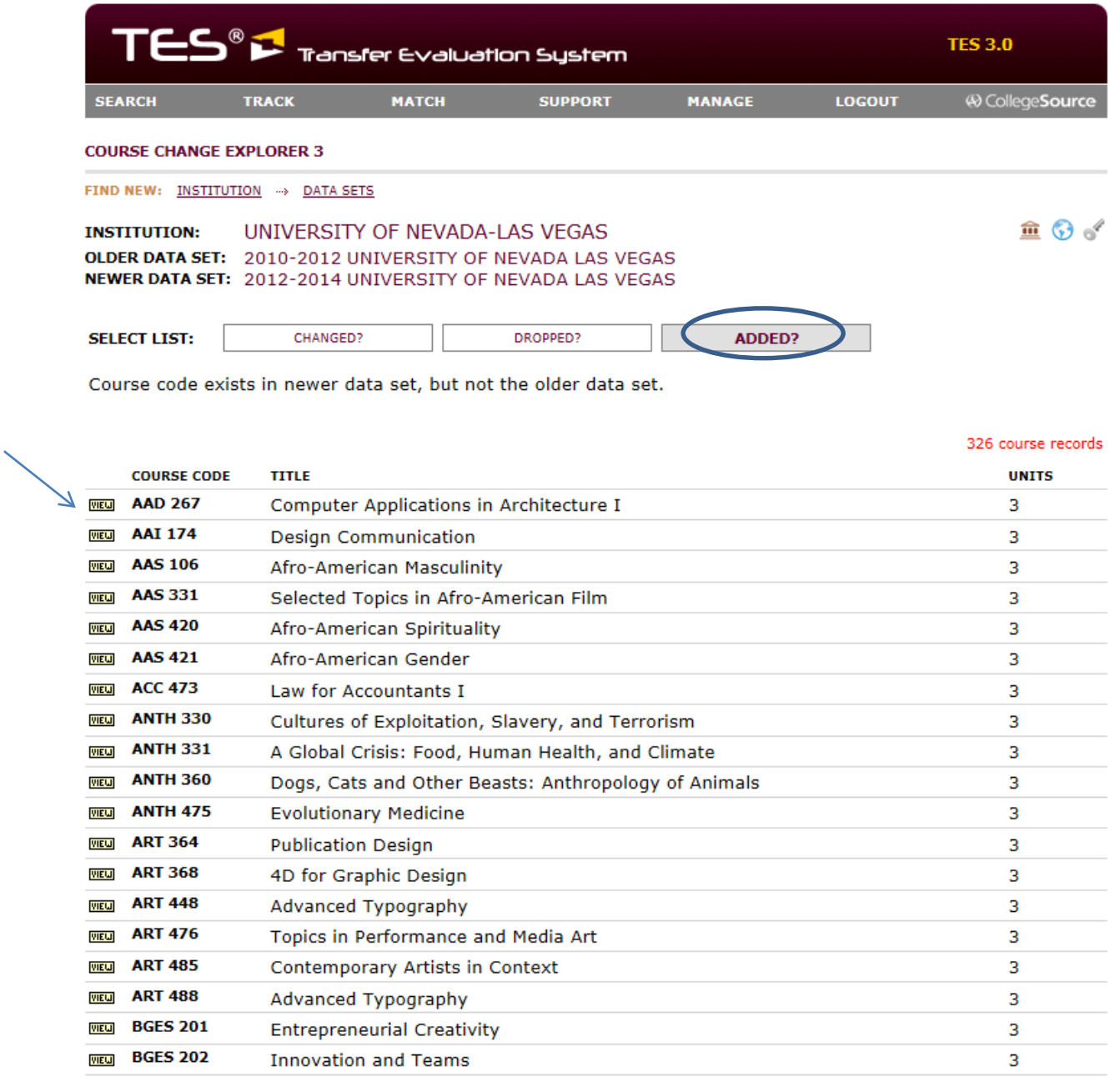
The ADDED? List reports any new courses added to the later catalog.

- From here, select a course for review and evaluation.



	COURSE CODE	TITLE	UNITS
VIEW	AAD 267	Computer Applications in Architecture I	3
VIEW	AAI 174	Design Communication	3
VIEW	AAS 106	Afro-American Masculinity	3
VIEW	AAS 331	Selected Topics in Afro-American Film	3
VIEW	AAS 420	Afro-American Spirituality	3
VIEW	AAS 421	Afro-American Gender	3
VIEW	ACC 473	Law for Accountants I	3
VIEW	ANTH 330	Cultures of Exploitation, Slavery, and Terrorism	3
VIEW	ANTH 331	A Global Crisis: Food, Human Health, and Climate	3
VIEW	ANTH 360	Dogs, Cats and Other Beasts: Anthropology of Animals	3
VIEW	ANTH 475	Evolutionary Medicine	3
VIEW	ART 364	Publication Design	3
VIEW	ART 368	4D for Graphic Design	3
VIEW	ART 448	Advanced Typography	3
VIEW	ART 476	Topics in Performance and Media Art	3
VIEW	ART 485	Contemporary Artists in Context	3
VIEW	ART 488	Advanced Typography	3
VIEW	BGES 201	Entrepreneurial Creativity	3
VIEW	BGES 202	Innovation and Teams	3

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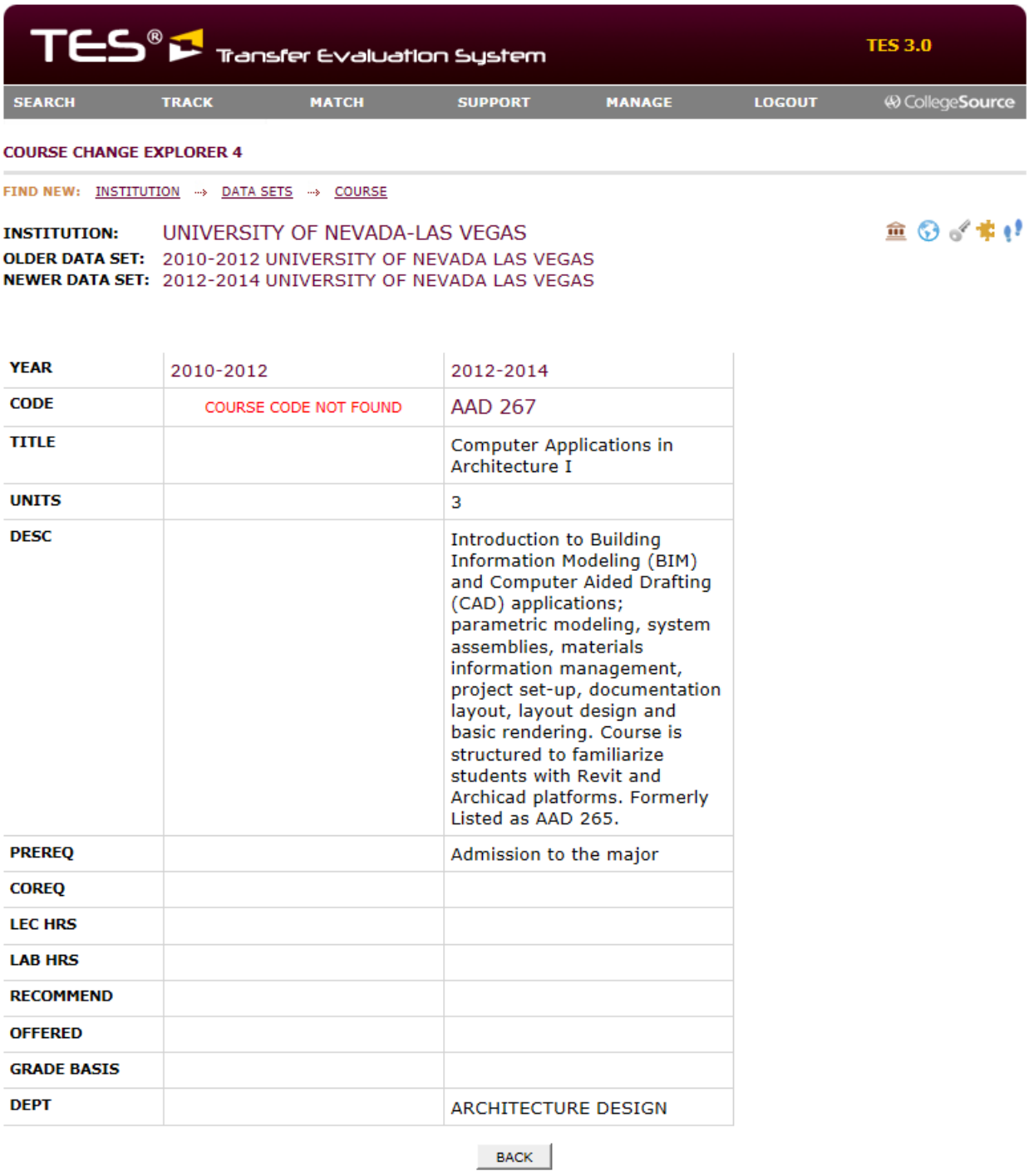
- Use the puzzle piece icon or the footstep icon to create or route for evaluation. If you have an equivalent in the TES® database for this course, it will be displayed.



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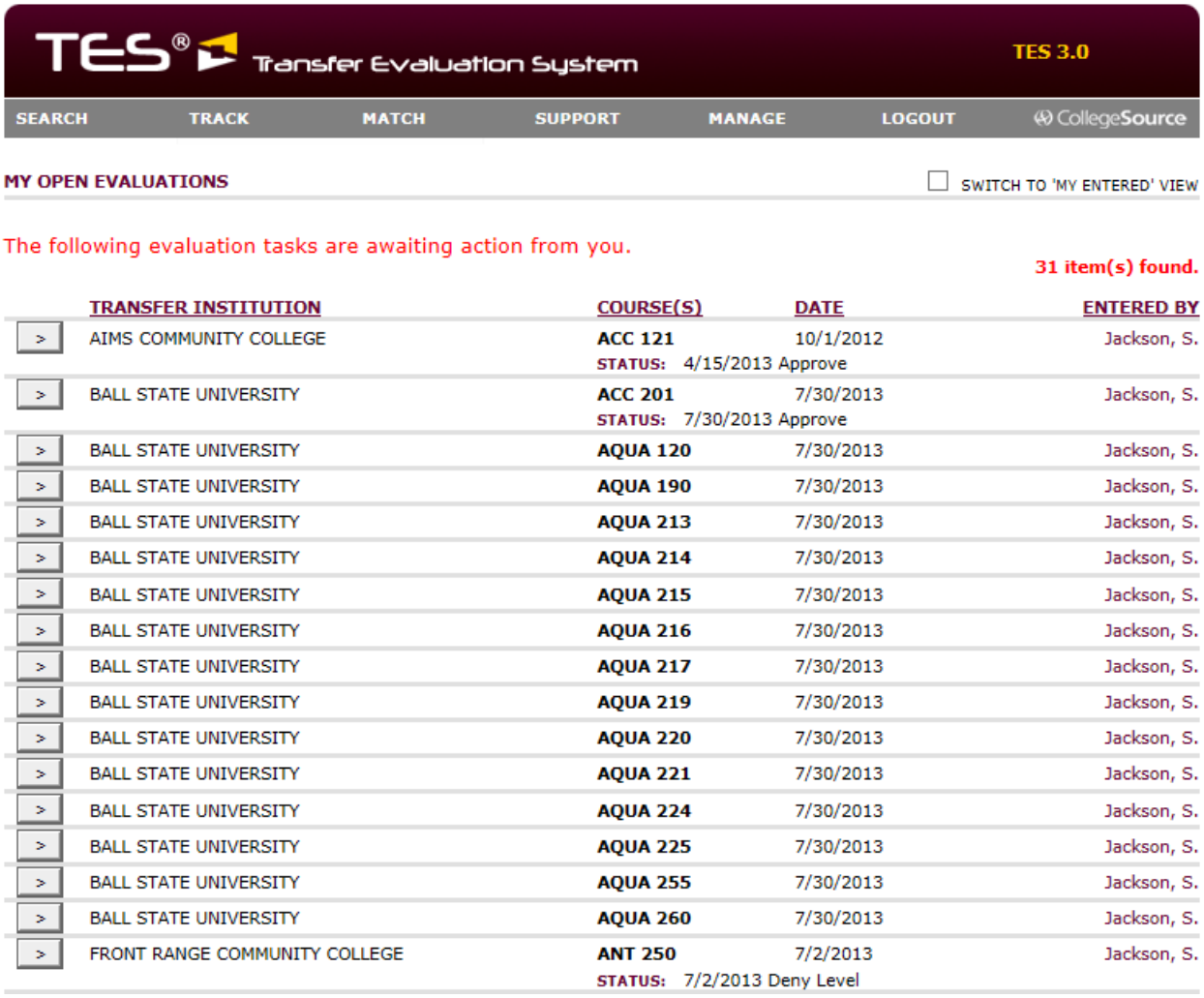
The Tracking Tab is used to access Evaluation Tasks assigned to an individual. Current tasks and closed tasks can be viewed. E-mail Reminders can be created by an Administrator. This is the place where faculty and advisors view their tasks and make the equivalent determination.

TRACK:

My Evaluations

The open evaluation tasks assigned to person logged in are displayed. Select a task to view the details. These tasks may be sorted by any of the column headers – TRANSFER INSTITUTION, COURSE(S), DATE, or ENTERED BY. The Status of the task is noted.



	TRANSFER INSTITUTION	COURSE(S)	DATE	ENTERED BY
>	AIMS COMMUNITY COLLEGE	ACC 121 STATUS: 4/15/2013 Approve	10/1/2012	Jackson, S.
>	BALL STATE UNIVERSITY	ACC 201 STATUS: 7/30/2013 Approve	7/30/2013	Jackson, S.
>	BALL STATE UNIVERSITY	AQUA 120	7/30/2013	Jackson, S.
>	BALL STATE UNIVERSITY	AQUA 190	7/30/2013	Jackson, S.
>	BALL STATE UNIVERSITY	AQUA 213	7/30/2013	Jackson, S.
>	BALL STATE UNIVERSITY	AQUA 214	7/30/2013	Jackson, S.
>	BALL STATE UNIVERSITY	AQUA 215	7/30/2013	Jackson, S.
>	BALL STATE UNIVERSITY	AQUA 216	7/30/2013	Jackson, S.
>	BALL STATE UNIVERSITY	AQUA 217	7/30/2013	Jackson, S.
>	BALL STATE UNIVERSITY	AQUA 219	7/30/2013	Jackson, S.
>	BALL STATE UNIVERSITY	AQUA 220	7/30/2013	Jackson, S.
>	BALL STATE UNIVERSITY	AQUA 221	7/30/2013	Jackson, S.
>	BALL STATE UNIVERSITY	AQUA 224	7/30/2013	Jackson, S.
>	BALL STATE UNIVERSITY	AQUA 225	7/30/2013	Jackson, S.
>	BALL STATE UNIVERSITY	AQUA 255	7/30/2013	Jackson, S.
>	BALL STATE UNIVERSITY	AQUA 260	7/30/2013	Jackson, S.
>	FRONT RANGE COMMUNITY COLLEGE	ANT 250 STATUS: 7/2/2013 Deny Level	7/2/2013	Jackson, S.

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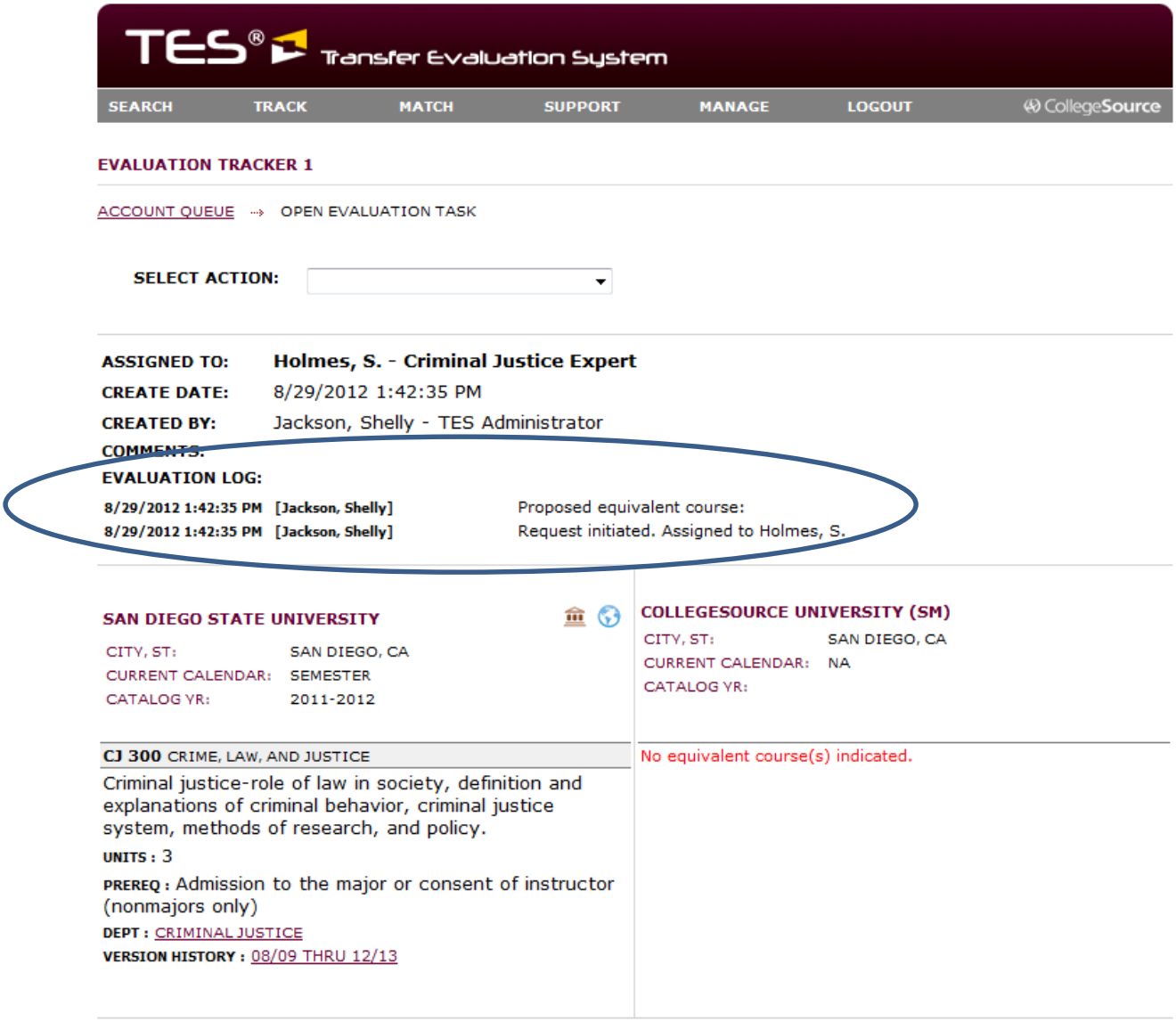
This task was routed to a faculty member for evaluation. An evaluation log is started. The decision is attached to the evaluation log after the faculty member logs into TES® and reviews. This log is attached to this course in TES® for viewing of these actions at any time. This information is stored with the evaluation task, not with the course equivalent, and will not be displayed in the Public View.



- The person assigned the evaluation task will select their response by using the **SELECT ACTION** drop down.
- Selecting Approve does not require a Note to be attached.
- Selecting Deny requires a Note unless one of the reasons with Deny is selected.
- Need More Information requires a Note because you need to know what information they desire. There is not a way to attach another institution's syllabus to an evaluation task in TES.
- Re-Assign is used for that person to re-assign the evaluation task to another user.

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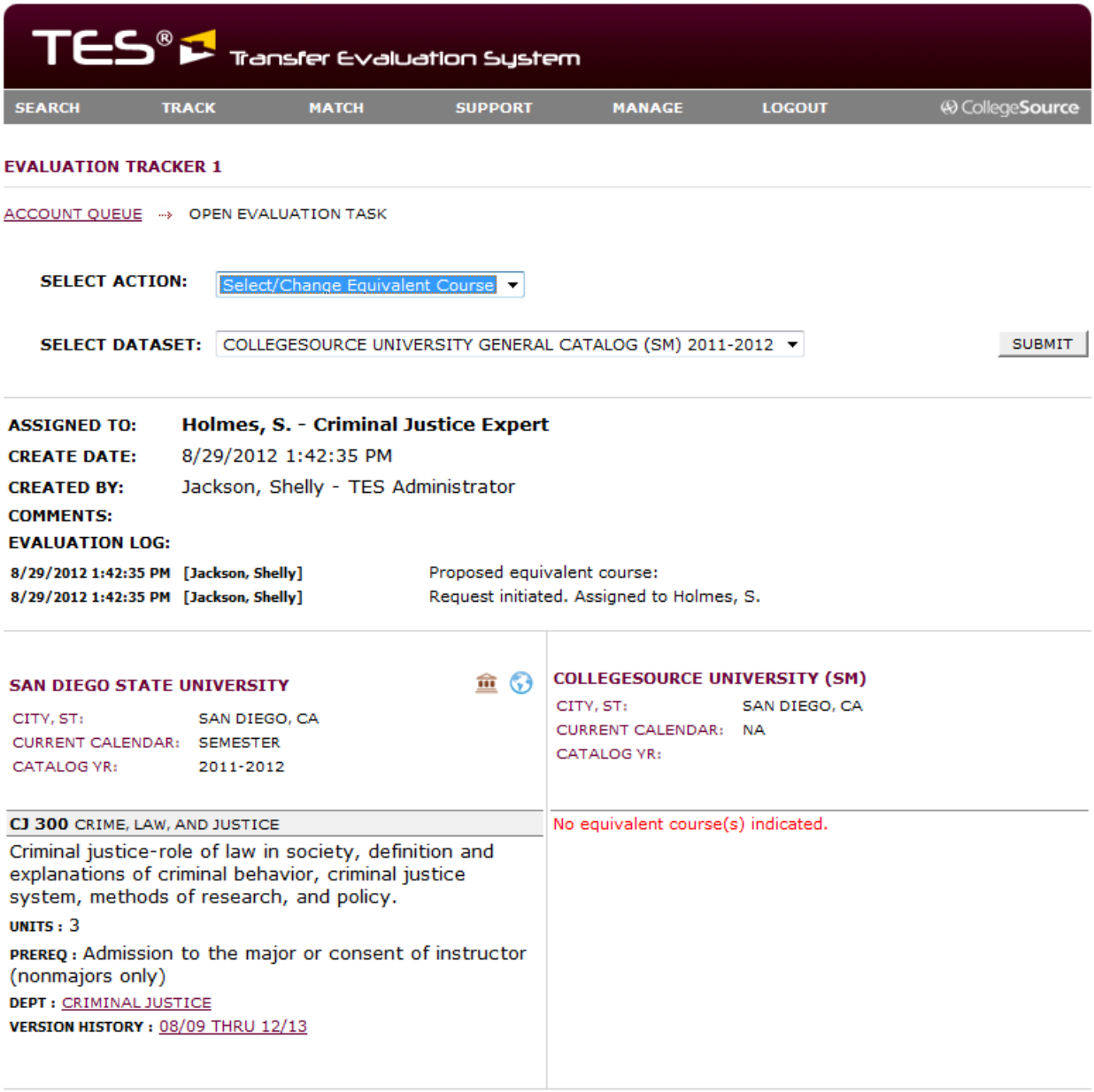
- Select/Change Equivalent Course is used for the person assigned to select a course, or a different course from your institution's catalog, or one of your User Added Courses.
    - The evaluation log will track the original course from when the evaluation task was created and the new course selected. One line is listed with the Request Initiated and another line for the Proposed Equivalent. If no course is selected from your institution, the Proposed equivalent course will be blank.

Select the action and your Dataset, then SUBMIT :



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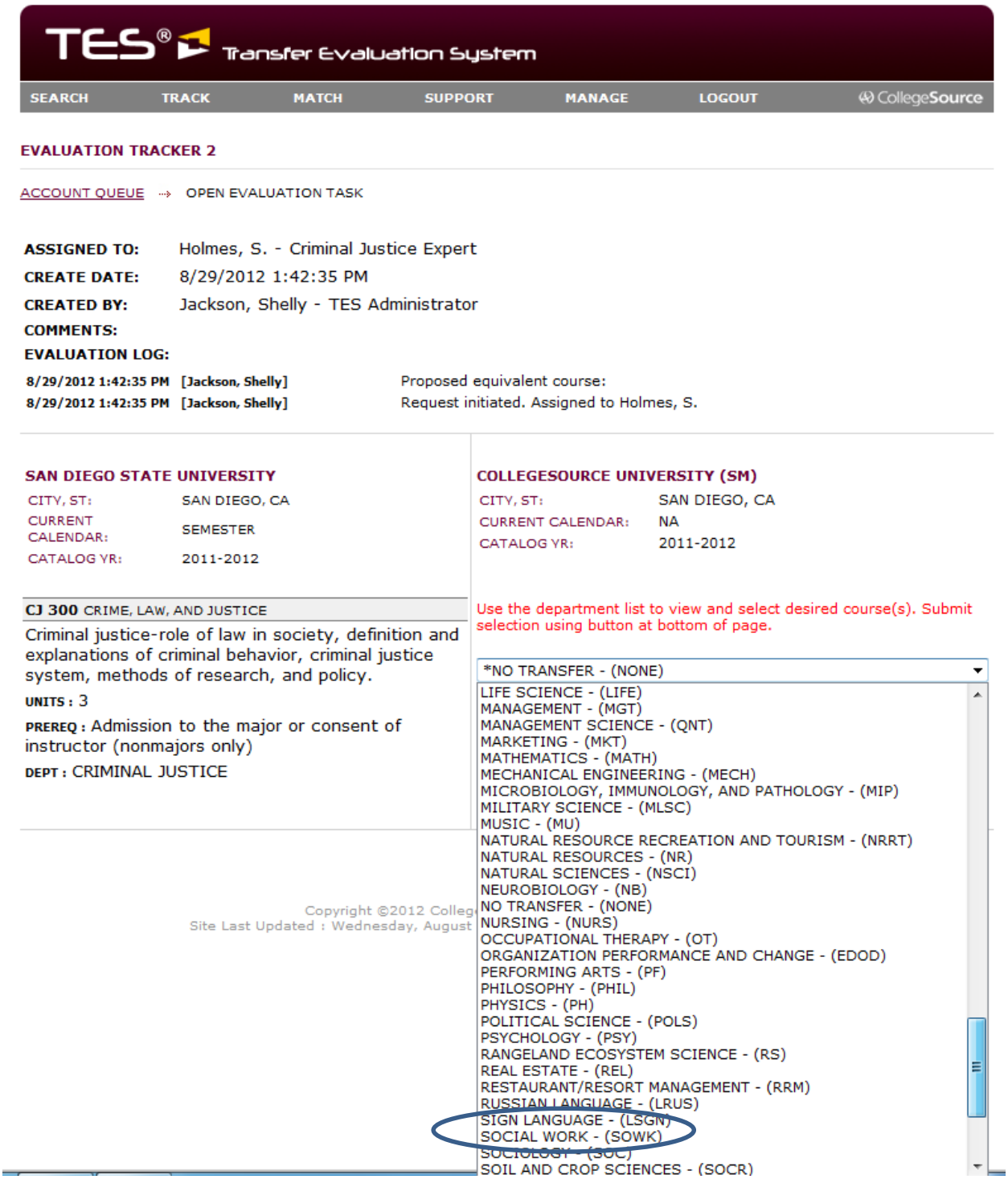
Select the correct department from the drop down and SUBMIT:



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Select the correct course from the drop down and SUBMIT:

SAN DIEGO STATE UNIVERSITY

CITY, ST:	SAN DIEGO, CA
CURRENT CALENDAR:	SEMESTER
CATALOG YR:	2011-2012

CJ 300 CRIME, LAW, AND JUSTICE

Criminal justice-role of law in society, definition and explanations of criminal behavior, criminal justice system, methods of research, and policy.

UNITS : 3

PREREQ : Admission to the major or consent of instructor (nonmajors only)

DEPT : CRIMINAL JUSTICE

COLLEGESOURCE UNIVERSITY (SM)

CITY, ST:	SAN DIEGO, CA
CURRENT CALENDAR:	NA
CATALOG YR:	2011-2012

Use the department list to view and select desired course(s). Submit selection using button at bottom of page.

SOCIOLOGY - (SOC)

- **SOC 1++** 100 ELECTIVE
- **SOC 100** GENERAL SOCIOLOGY
- **SOC 105** SOCIAL PROBLEMS
- **SOC 192** CIVIC CULTURE AND SOCIAL RESPONSIBILITY
- **SOC 2++** 200 LEVEL ELECTIVE
- **SOC 205** CONTEMPORARY RACE-ETHNIC RELATIONS
- **SOC 210** QUANTITATIVE SOCIOLOGICAL ANALYSIS
- **SOC 253** INTRODUCTION TO CRIMINAL JUSTICE
- **SOC 3++** ELECTIVE
- **SOC 301** DEVELOPMENT OF SOCIOLOGICAL THOUGHT
- **SOC 302** CONTEMPORARY SOCIOLOGICAL THEORY
- **SOC 311** METHODS OF SOCIOLOGICAL INQUIRY
- **SOC 313** COMPUTER METHODS IN SOCIOLOGY
- **SOC 320** POPULATION-NATURAL RESOURCES AND ENVIRONMENT
- **SOC 321** SOIL, ENVIRONMENT, AND SOCIETY
- **SOC 322** INTRODUCTION TO ENVIRONMENTAL JUSTICE
- **SOC 330** SOCIAL STRATIFICATION
- **SOC 331** COMMUNITY DYNAMICS AND DEVELOPMENT
- **SOC 332** COMPARATIVE MAJORITY-MINORITY RELATIONS
- **SOC 333** GENDER ROLES IN SOCIETY
- **SOC 340** BUREAUCRACY AND MODERN ORGANIZATIONS
- **SOC 341** SOCIOLOGY OF RURAL LIFE
- **SOC 342** LEISURE AND SOCIETY
- **SOC 343** SPORT AND SOCIETY
- **SOC 352** CRIMINOLOGY
- **SOC 353** CRIMINAL INVESTIGATIONS

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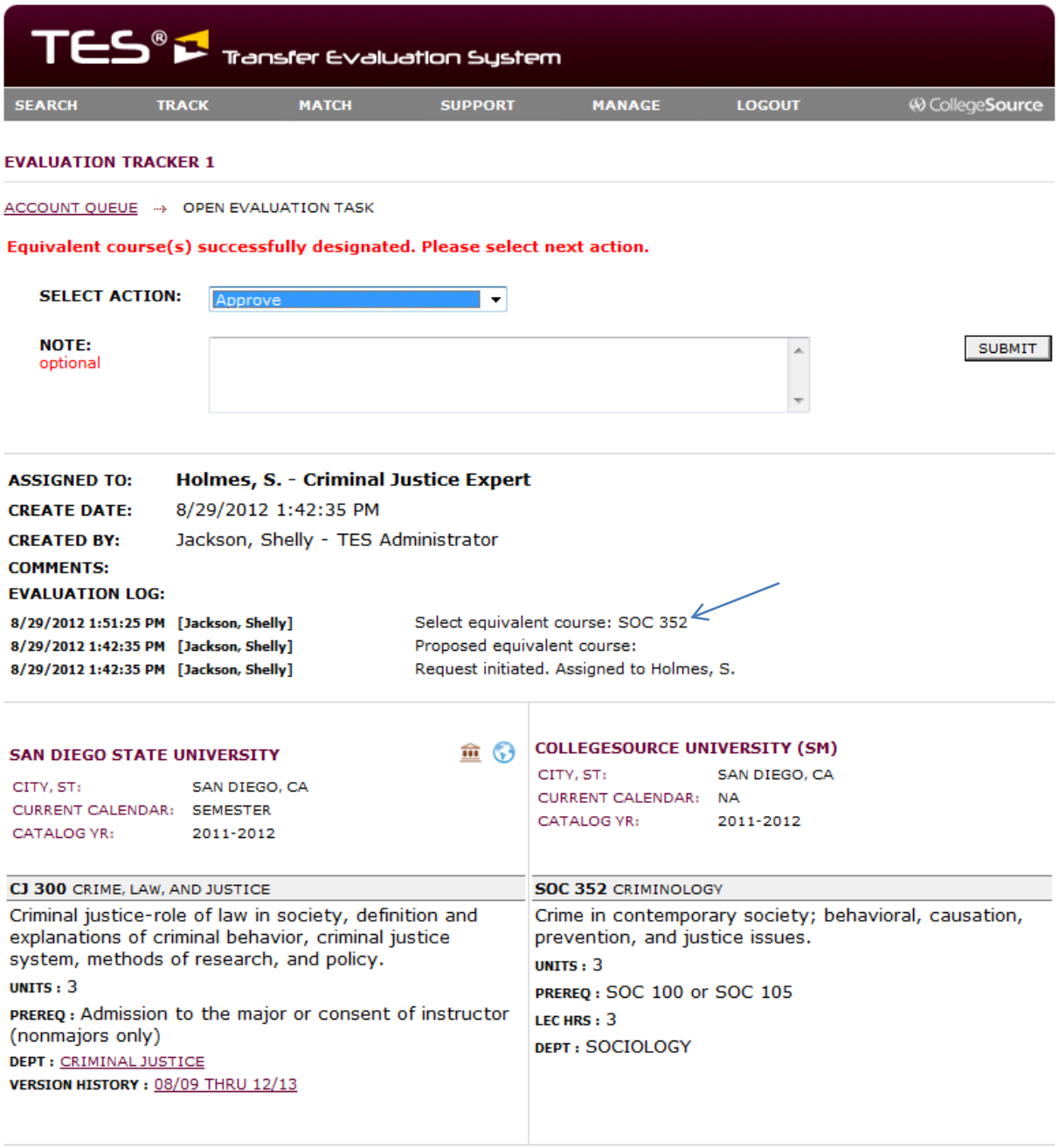
Be sure to select Approve and SUBMIT to finalize this transaction.



This task will be sent back to the initiator and another line added to the Evaluation Log to indicate that a course or a different course was selected.

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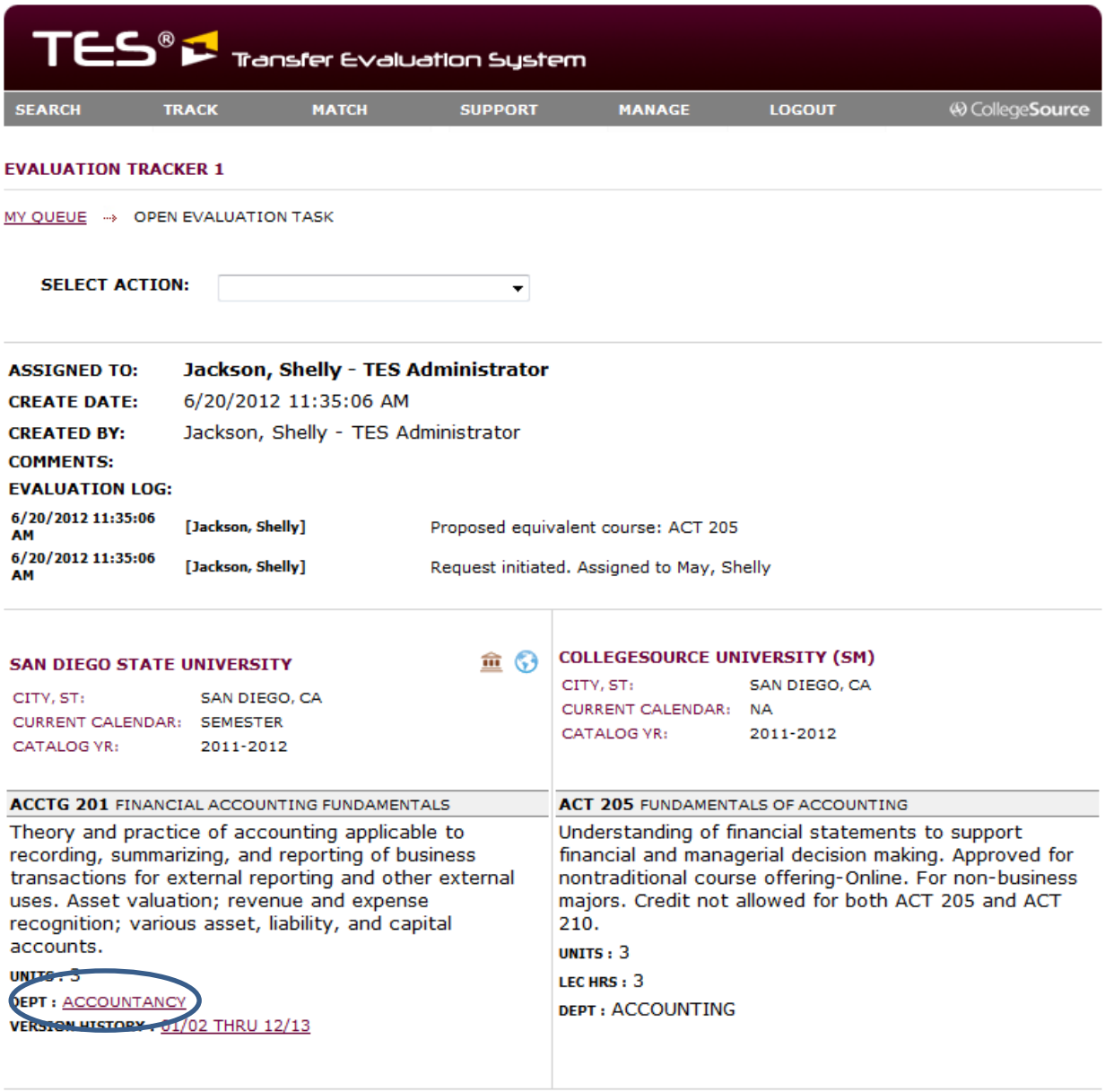
View the courses from sending institution's catalog (Context View)

Use the context view link at the end of the sending institution's course description to view the sequence of courses from that academic department in the selected catalog. This feature will assist when determining equivalencies where a sequence is important or for viewing other course descriptions from similar courses.



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ACCOUNTANCY

	COURSE TITLE	UNITS
ACCTG 201	FINANCIAL ACCOUNTING FUNDAMENTALS	3
ACCTG 202	MANAGERIAL ACCOUNTING FUNDAMENTALS	3
ACCTG 296	EXPERIMENTAL TOPIC	1-4
ACCTG 321	INTEGRATIVE ACCOUNTING TOPICS I	6
ACCTG 322	INTEGRATIVE ACCOUNTING TOPICS II	6
ACCTG 325	INTERMEDIATE MANAGERIAL AND TAX ACCOUNTING	3
ACCTG 326	INTERMEDIATE FINANCIAL ACCOUNTING	3
ACCTG 409	FIELD STUDY IN TAXATION	1
ACCTG 421	INTEGRATIVE ACCOUNTING TOPICS III	6
ACCTG 496	SELECTED TOPICS IN ACCOUNTANCY	1-4
ACCTG 498	INVESTIGATION AND REPORT	1-3
ACCTG 499	SPECIAL STUDY	1-3
ACCTG 501	ADVANCED FINANCIAL ACCOUNTING	3
ACCTG 503	FEDERAL TAXATION OF INDIVIDUALS	3
ACCTG 505	FRAUD EXAMINATION	3
ACCTG 508	ACCOUNTING FOR NOT-FOR-PROFIT ORGANIZATIONS	3
ACCTG 522	CURRENT ISSUES IN ACCOUNTING PRACTICE AND THEORY	3
ACCTG 575	ACCOUNTING INFORMATION SYSTEMS (AIS) DEVELOPMENT	3
ACCTG 596	CONTEMPORARY TOPICS IN ACCOUNTING	1-3

Click on any of the ⊞ signs to view the course description for that particular course.

ACCOUNTANCY

	COURSE TITLE	UNITS
ACCTG 201	FINANCIAL ACCOUNTING FUNDAMENTALS	3
ACCTG 202	MANAGERIAL ACCOUNTING FUNDAMENTALS	3

Selection and analysis of accounting information for internal use by managers. Using financial information for planning and control purposes.

PREREQ : Minimum grade of C in Accountancy 201. Proof of completion required: Copy of transcript

ACCTG 296	EXPERIMENTAL TOPIC	1-4
ACCTG 321	INTEGRATIVE ACCOUNTING TOPICS I	6
ACCTG 322	INTEGRATIVE ACCOUNTING TOPICS II	6
ACCTG 325	INTERMEDIATE MANAGERIAL AND TAX ACCOUNTING	3
ACCTG 326	INTERMEDIATE FINANCIAL ACCOUNTING	3
ACCTG 409	FIELD STUDY IN TAXATION	1
ACCTG 421	INTEGRATIVE ACCOUNTING TOPICS III	6
ACCTG 496	SELECTED TOPICS IN ACCOUNTANCY	1-4
ACCTG 498	INVESTIGATION AND REPORT	1-3
ACCTG 499	SPECIAL STUDY	1-3
ACCTG 501	ADVANCED FINANCIAL ACCOUNTING	3
ACCTG 503	FEDERAL TAXATION OF INDIVIDUALS	3
ACCTG 505	FRAUD EXAMINATION	3
ACCTG 508	ACCOUNTING FOR NOT-FOR-PROFIT ORGANIZATIONS	3
ACCTG 522	CURRENT ISSUES IN ACCOUNTING PRACTICE AND THEORY	3
ACCTG 575	ACCOUNTING INFORMATION SYSTEMS (AIS) DEVELOPMENT	3
ACCTG 596	CONTEMPORARY TOPICS IN ACCOUNTING	1-3

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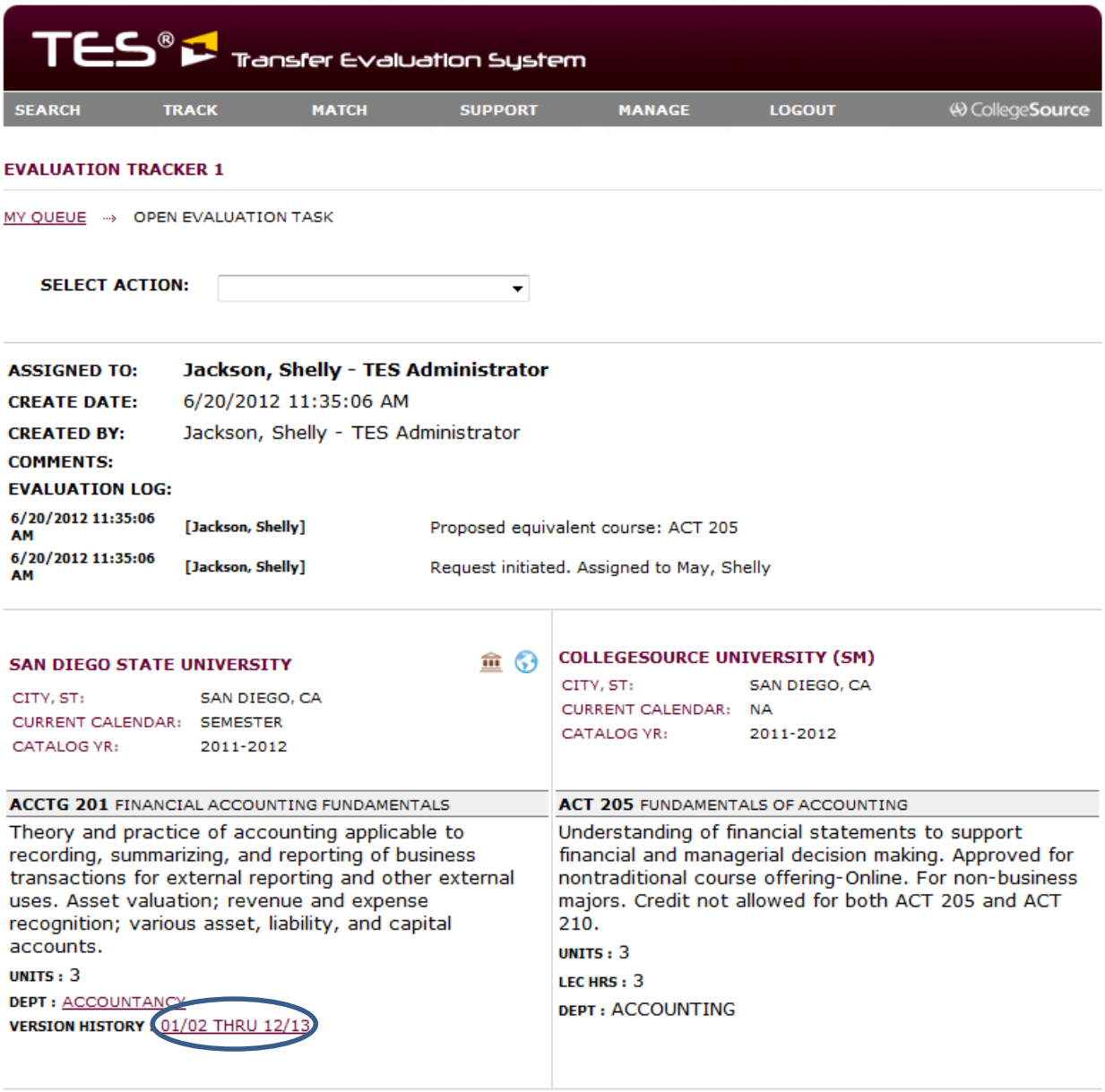
Select Version History for review of all versions of this transfer course:



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⊟ **VERSION HISTORY**

ACCTG 201 FINANCIAL ACCOUNTING FUNDAMENTALS

Theory and practice of accounting applicable to recording, summarizing, and reporting of business transactions for external reporting and other external uses. Asset valuation; revenue and expense recognition; various asset, liability, and capital accounts.

UNITS: 3

DEPARTMENT: ACCOUNTING

SRC CATALOG: San Diego State University General Catalog 2012-2013

ACCTG 201 FINANCIAL ACCOUNTING FUNDAMENTALS

Theory and practice of accounting applicable to recording, summarizing, and reporting of business transactions for external reporting and other external uses. Asset valuation; revenue and expense recognition; various asset, liability, and capital accounts.

UNITS: 3

DEPARTMENT: ACCOUNTANCY

SRC CATALOG: San Diego State University General Catalog 2011-2012

ACCTG 201 FINANCIAL ACCOUNTING FUNDAMENTALS

Theory and practice of accounting applicable to recording, summarizing, and reporting of business transactions for external reporting and other external uses. Asset valuation; revenue and expense recognition; various asset, liability, and capital accounts.

UNITS: 3

DEPARTMENT: ACCOUNTANCY

SRC CATALOG: San Diego State University General Catalog 2010-2011

ACCTG 201 FINANCIAL ACCOUNTING FUNDAMENTALS

Theory and practice of accounting applicable to recording, summarizing, and reporting of business transactions for external reporting and other external uses. Asset valuation; revenue and expense recognition; various asset, liability, and capital accounts. (Formerly numbered Accountancy 230.)

UNITS: 3

DEPARTMENT: ACCOUNTANCY

SRC CATALOG: San Diego State University General Catalog 2009-2010

ACCTG 201 FINANCIAL ACCOUNTING FUNDAMENTALS

Theory and practice of accounting applicable to recording, summarizing, and reporting of business transactions for external reporting and other external uses. Asset valuation; revenue and expense recognition; various asset,

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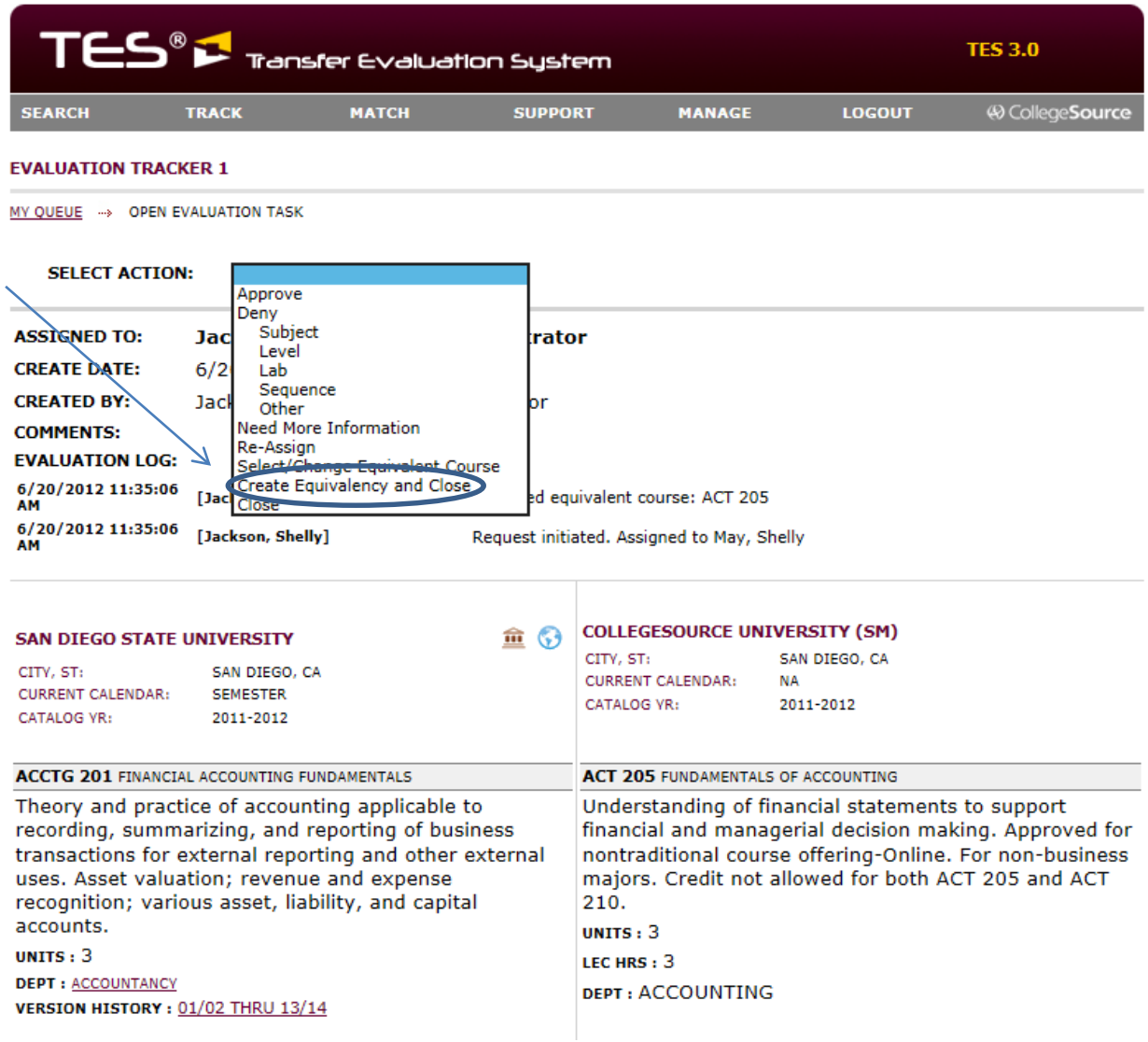
To create the equivalency from this screen, use the drop down menu under **SELECT ACTION** and select Create Equivalency and Close. The equivalency will be created and the evaluation task closed.



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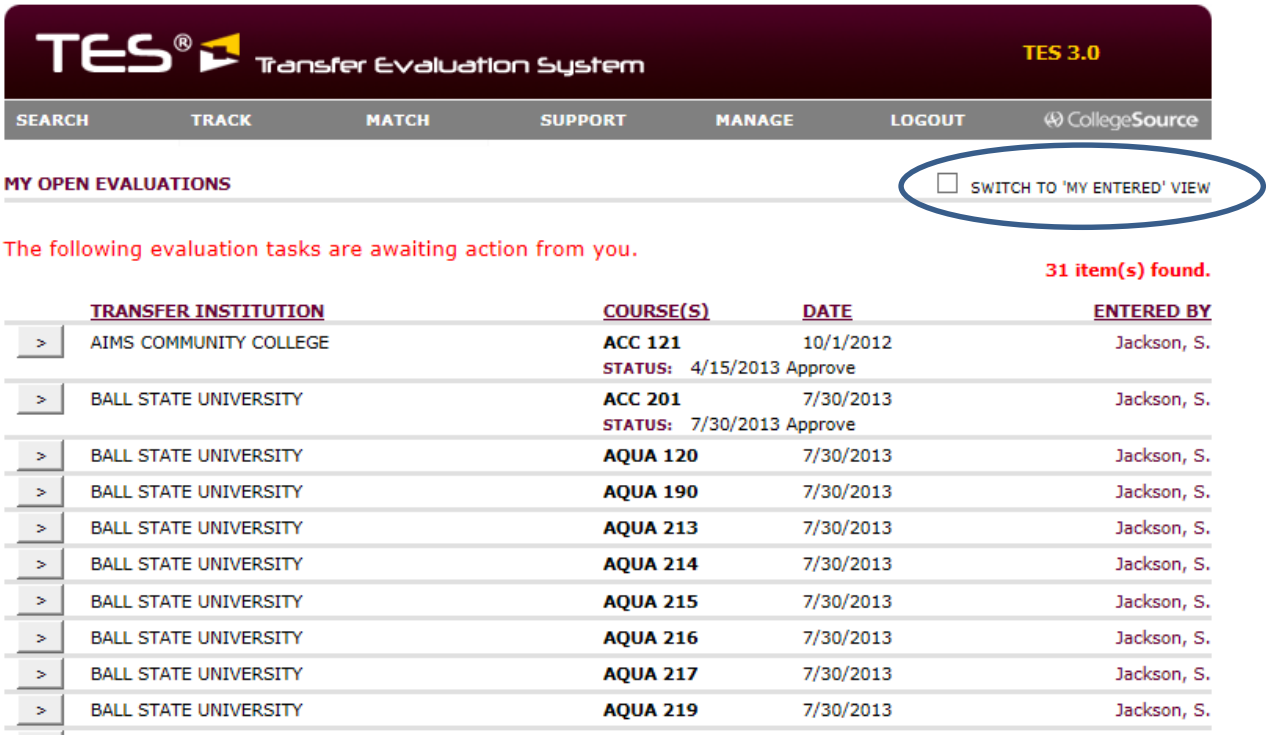
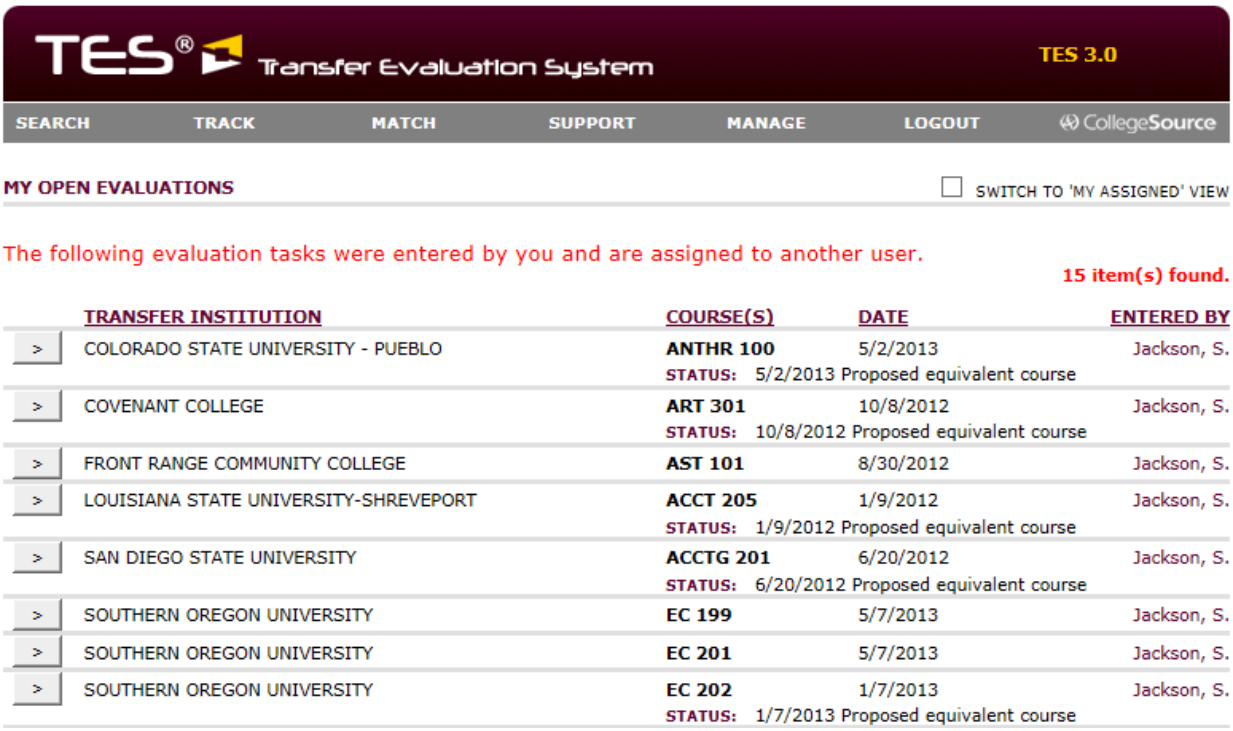
Switch to 'My Entered' View

Use this function to view and select tasks that you have entered and assigned to other users in TES. (Not just the ones awaiting action from you.)





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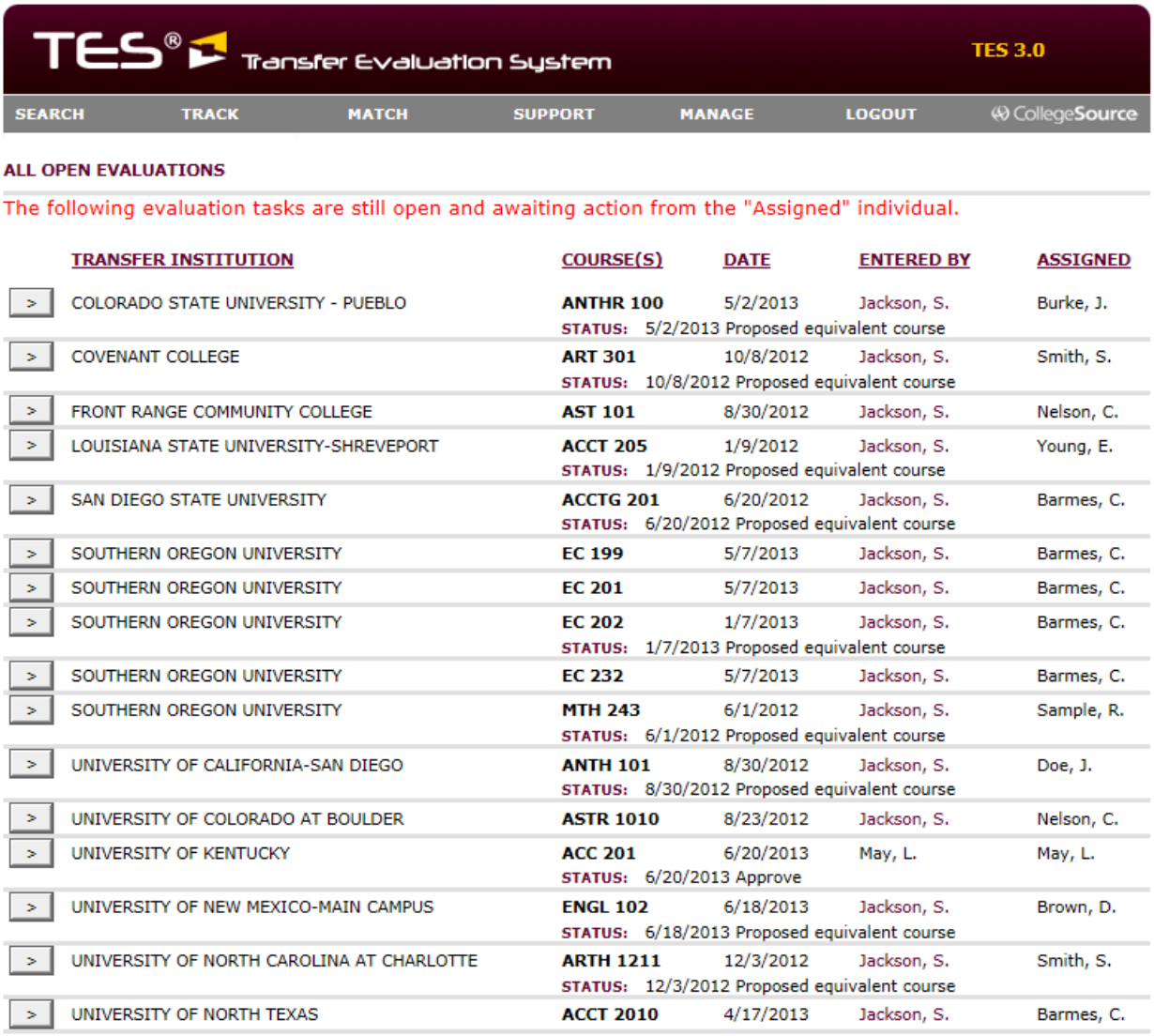
All Evaluations

An Administrator can view all open evaluations by selecting All Evaluations. These are evaluation tasks for all TES® users on your campus that are open and still awaiting a response. Any evaluation tasks that have been approved or denied will not be displayed as those will be listed in the initiator's queue.



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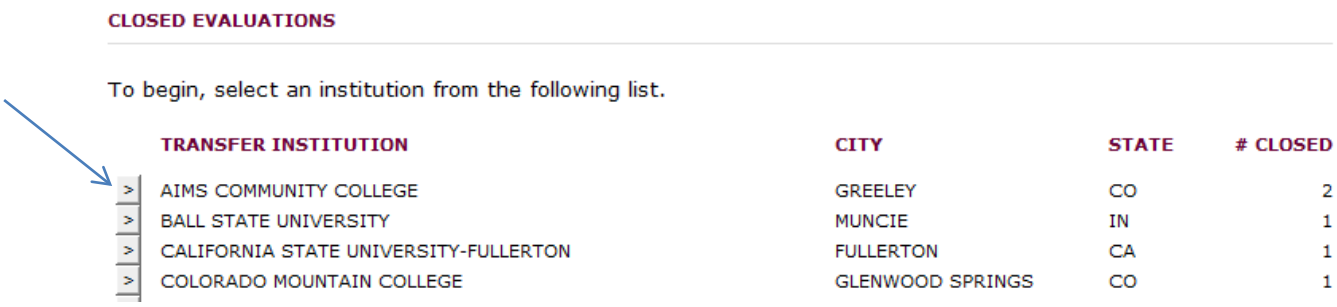
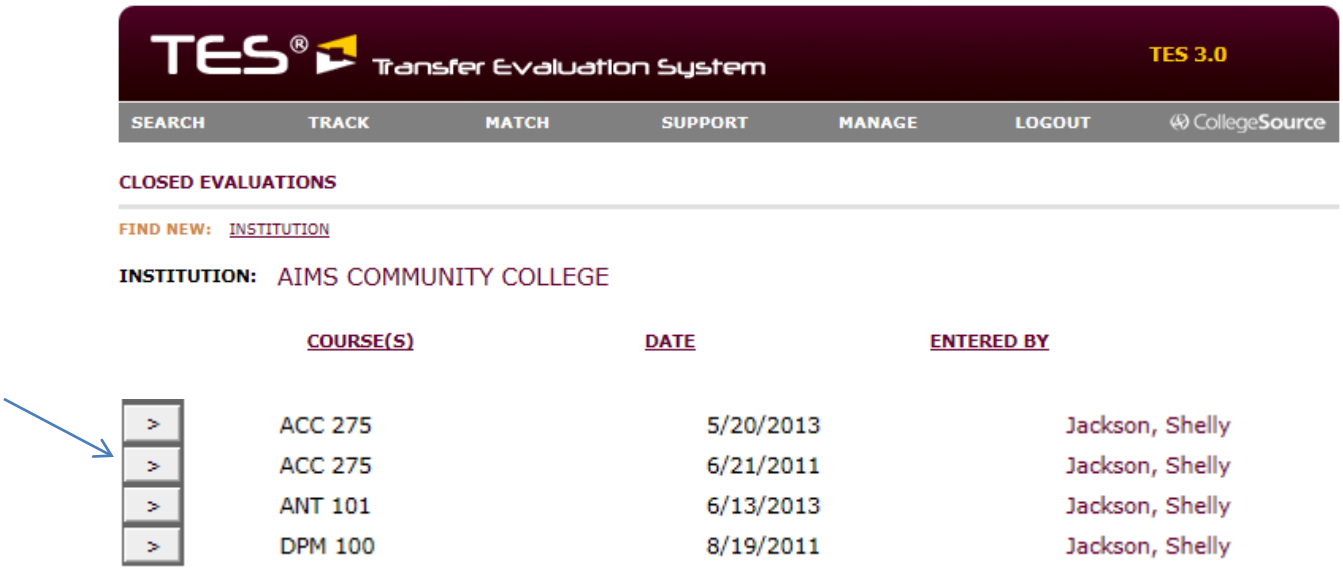
Closed Evaluations

The evaluation tasks listed here have been closed. When Creating an Equivalency from the Evaluation Tracker, the task is closed and the equivalent created. Evaluation tasks cannot be deleted from TES.

- Select an institution for viewing the closed tasks.



- Select the appropriate evaluation task.



A task may be Re-opened, if an equivalency was not created. More information might have been obtained that can be supplied to can be used for the determination of the equivalent. Select the RE-OPEN button and confirm that you want the task to be re-opened.

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EVALUATION TRACKER CLOSED QUEUE

FIND NEW: INSTITUTION ⇢ EVALUATION

SELECT ACTION: RE-OPEN

ASSIGNED TO:	Tulowitzki, T. - Accounting Faculty
CREATE DATE:	6/21/2011 12:07:43 PM
CREATED BY:	Jackson, Shelly - TES Administrator
COMMENTS:	

EVALUATION LOG:

9/10/2012 8:13:00 AM	**[Jackson, Shelly]**	Close:
6/21/2011 12:07:43 PM	**[Jackson, Shelly]**	Propose equivalent course: NONE
6/21/2011 12:07:43 PM	**[Jackson, Shelly]**	Request initiated. Assigned to Tulowitzki, Troy

AIMS COMMUNITY COLLEGE

CITY, ST:	GREELEY, CO
CURRENT CALENDAR:	SEMESTER
CATALOG YR:	2009-2010

ACC 275 SPECIAL TOPICS

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

UNITS : 1-6

DEPT : ACCOUNTING

COLLEGESOURCE UNIVERSITY (SM)

CITY, ST:	SAN DIEGO, CA
CURRENT CALENDAR:	NA
CATALOG YR:	

UNITS :

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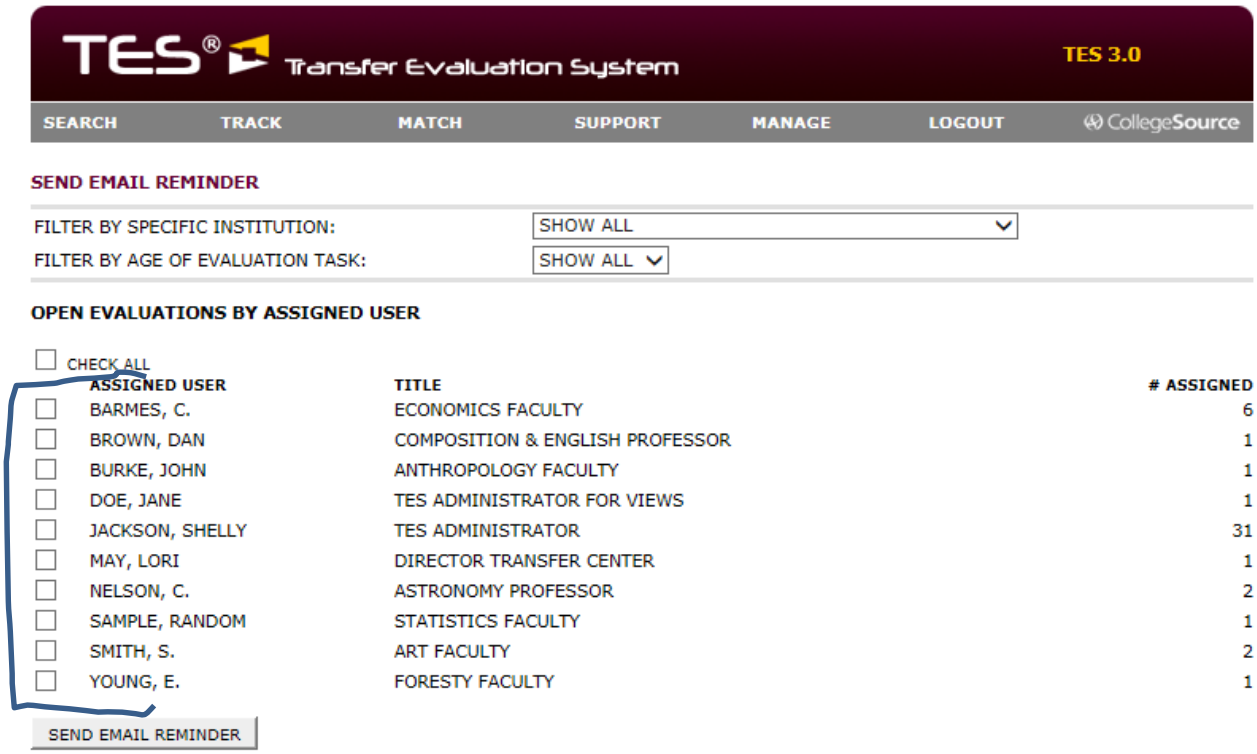
TRACK:

Send Email Reminders

An administrator has the ability to send E-mails to Assigned Users with Open Evaluations. These may be filtered by a specific institution or by the age of the evaluation task. Send to all listed or check the box next to the appropriate staff member's name.



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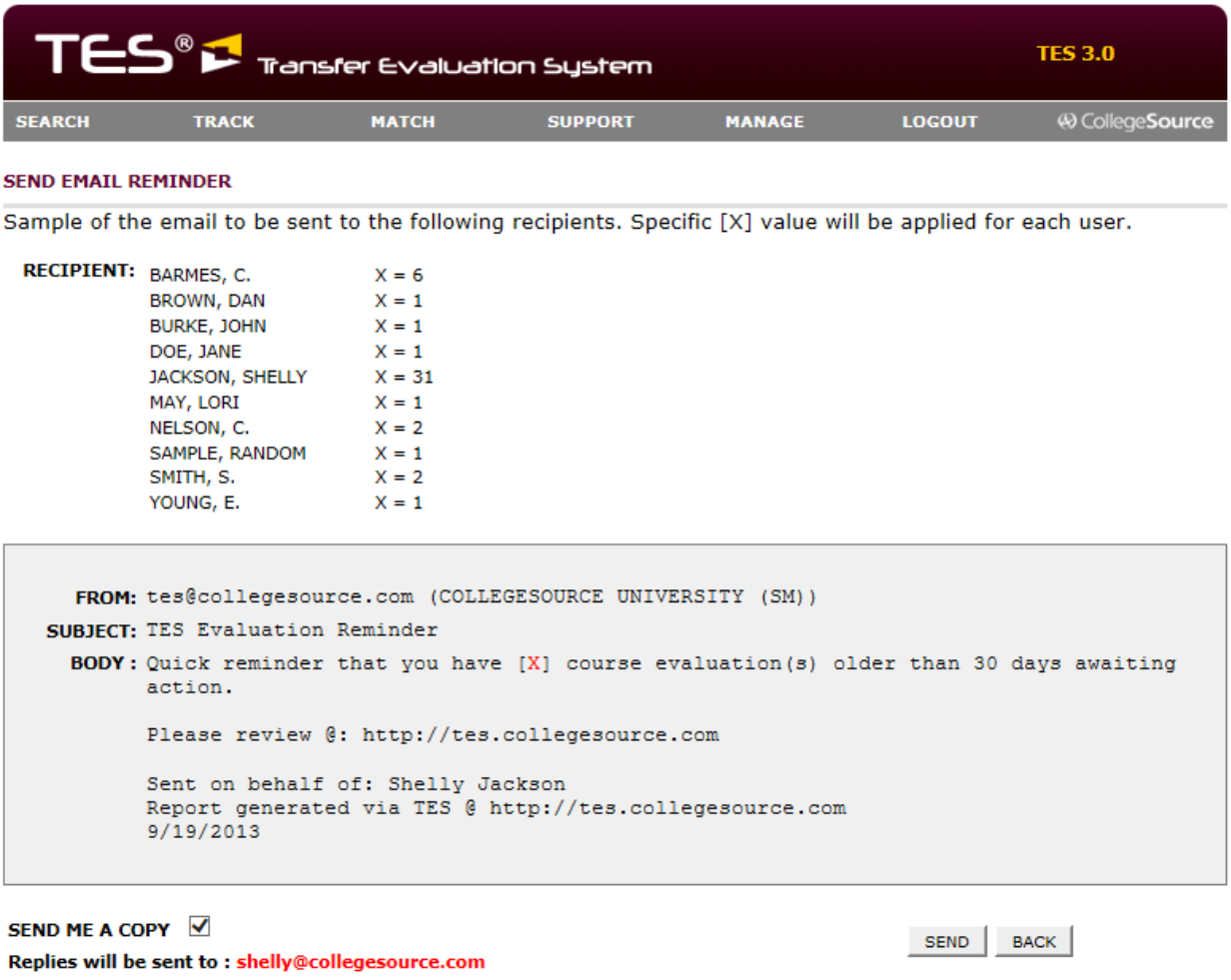
A scripted e-mail reminder will be sent to the staff selected. The specific [X] value will be applied for each user. Elect to send yourself a copy of the e-mail if desired.



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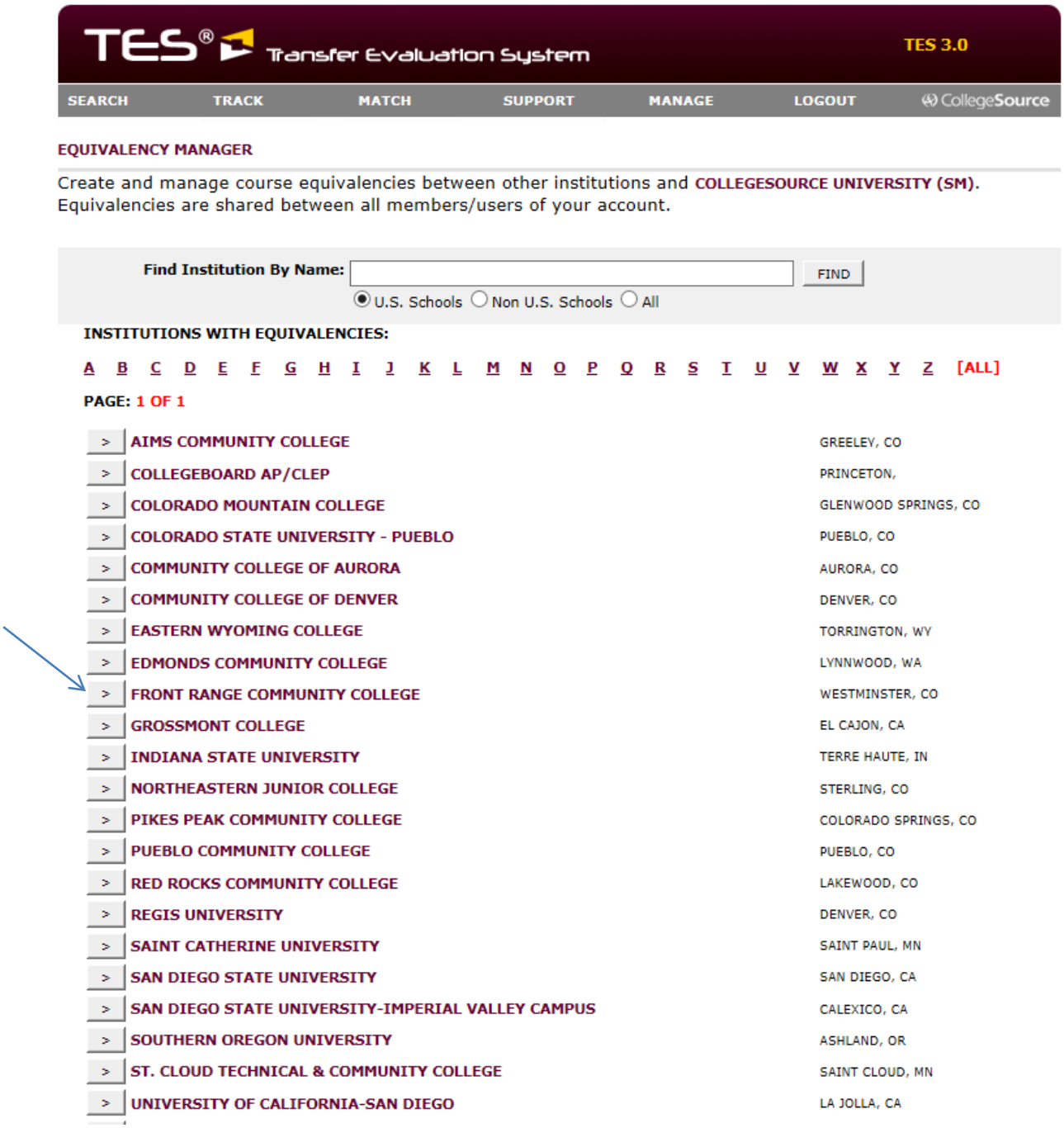
The Match Tab is used to manage your equivalencies and run reports. Add state approved course tags to your courses and upload course outlines to your courses here.

MATCH:

Equivalency Manager

This list displays the equivalencies that have been stored in TES®. Equivalancies can be created, edited and deleted from this screen. The link for this list to display on your website called the Public View, is managed by the administrator and can be found under the Manage Tab and Public View Management (see that section of the manual for instructions). Select an institution for viewing.



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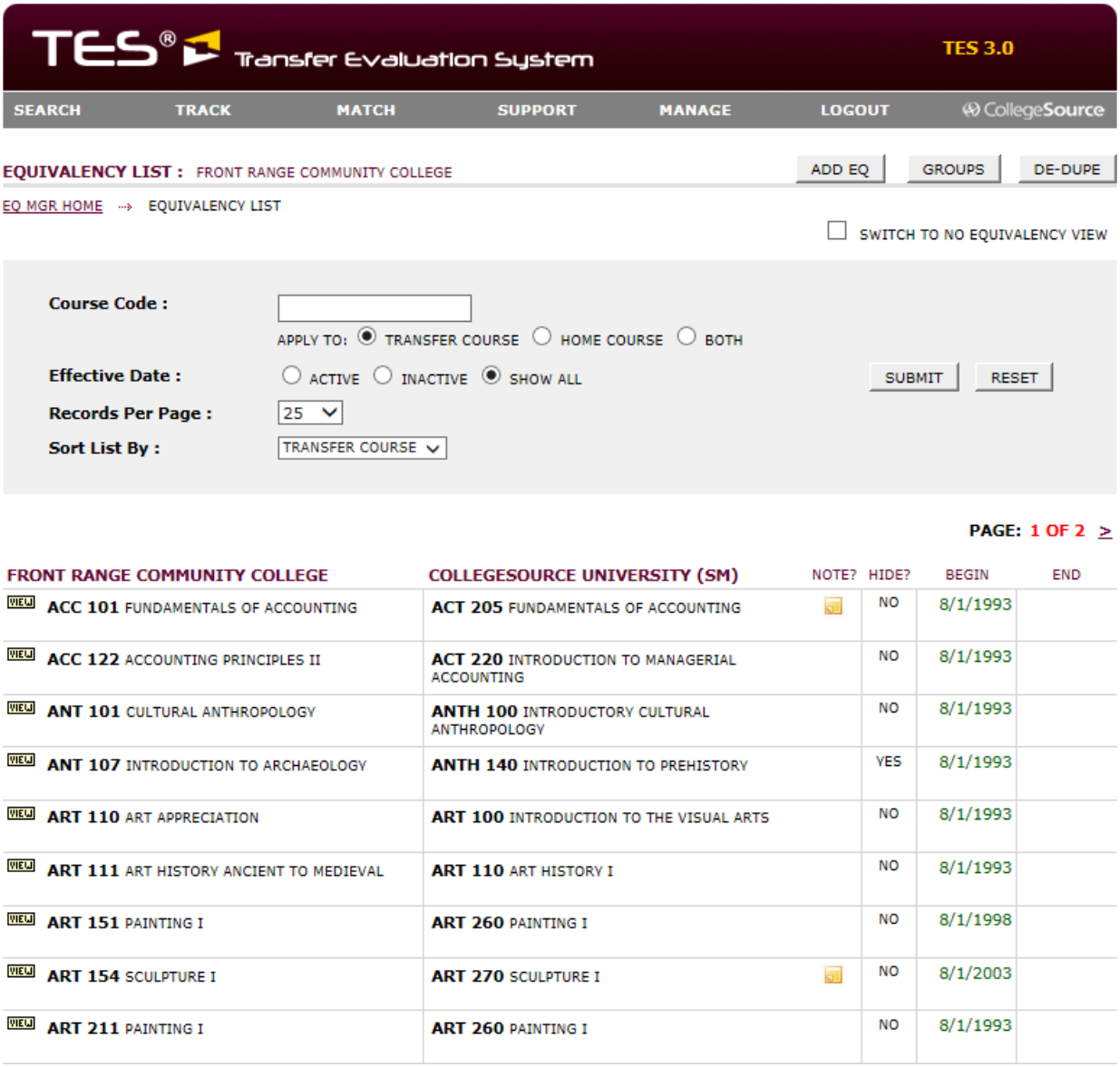
All equivalencies are displayed and many searches can be performed on stored equivalencies:

- Search by Course Code – enter a course code and then select the appropriate radio button, Transfer Course, Home Course or Both.
- Search by Effective Date – select Active for current equivalencies, Inactive for those equivalencies that have an end date in the past, or Show All to see both Active and Inactive equivalencies.
- Select how many Records to be displayed per page.
- Sort the list by Transfer Course, Home Course, Begin Date, or End Date.



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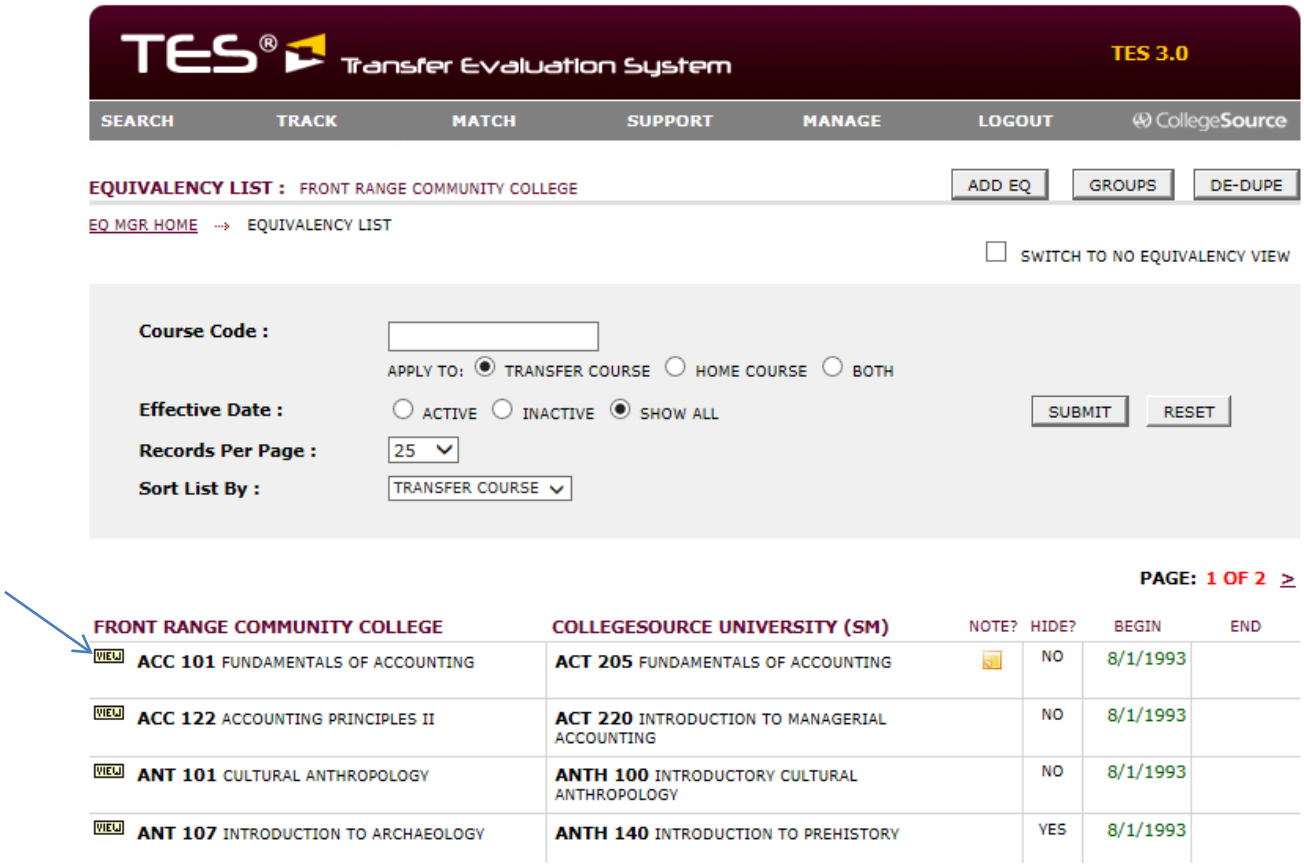
View the details of the equivalency by selecting the VIEW button. Adding new equivalencies and Group creation can be performed here. See instructions later in this section.



The equivalency is tagged at the bottom with the Creator of the equivalent and the date and time created. This information will not be displayed in the Public View. The equivalent may be Edited or Deleted from this screen.

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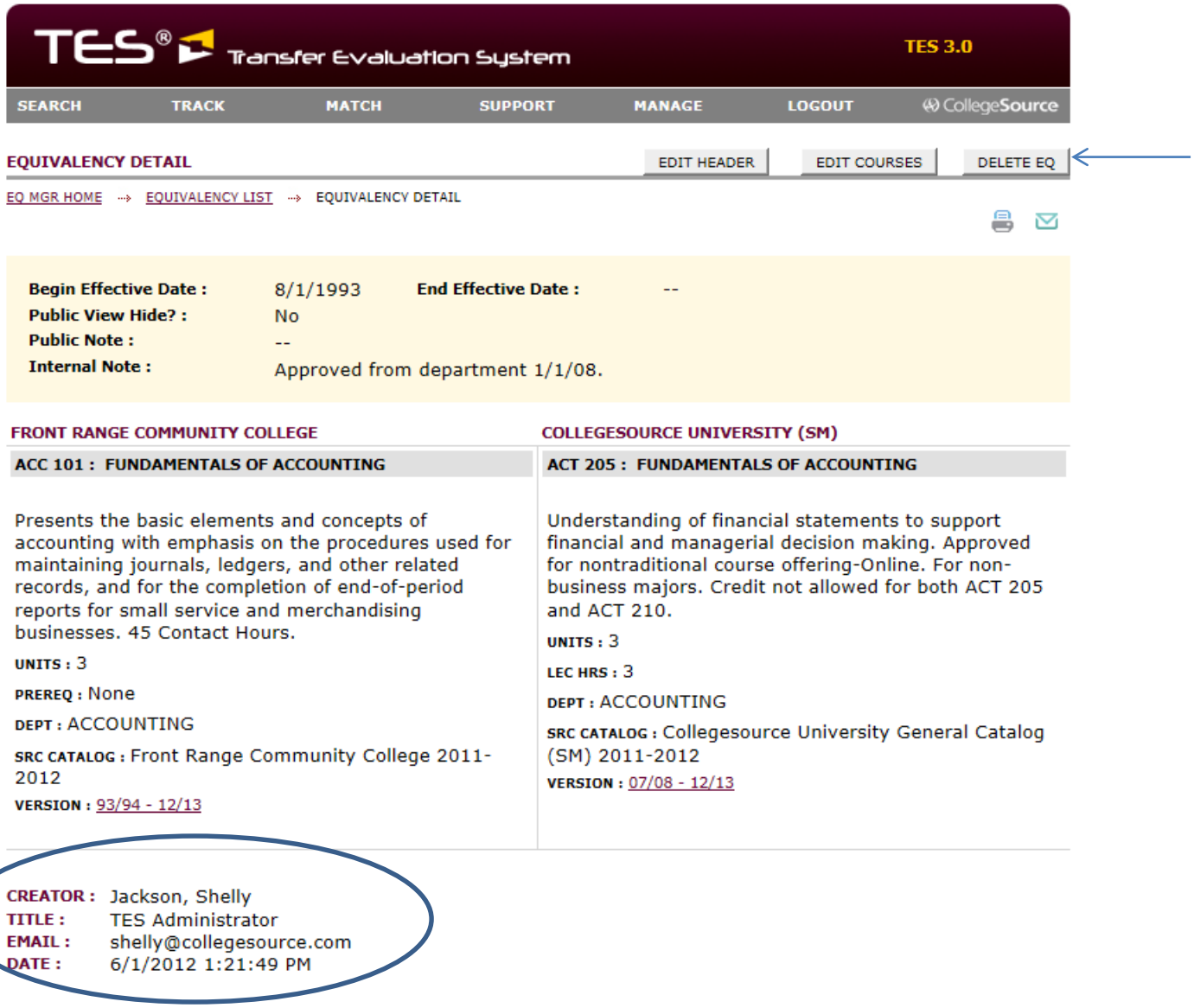

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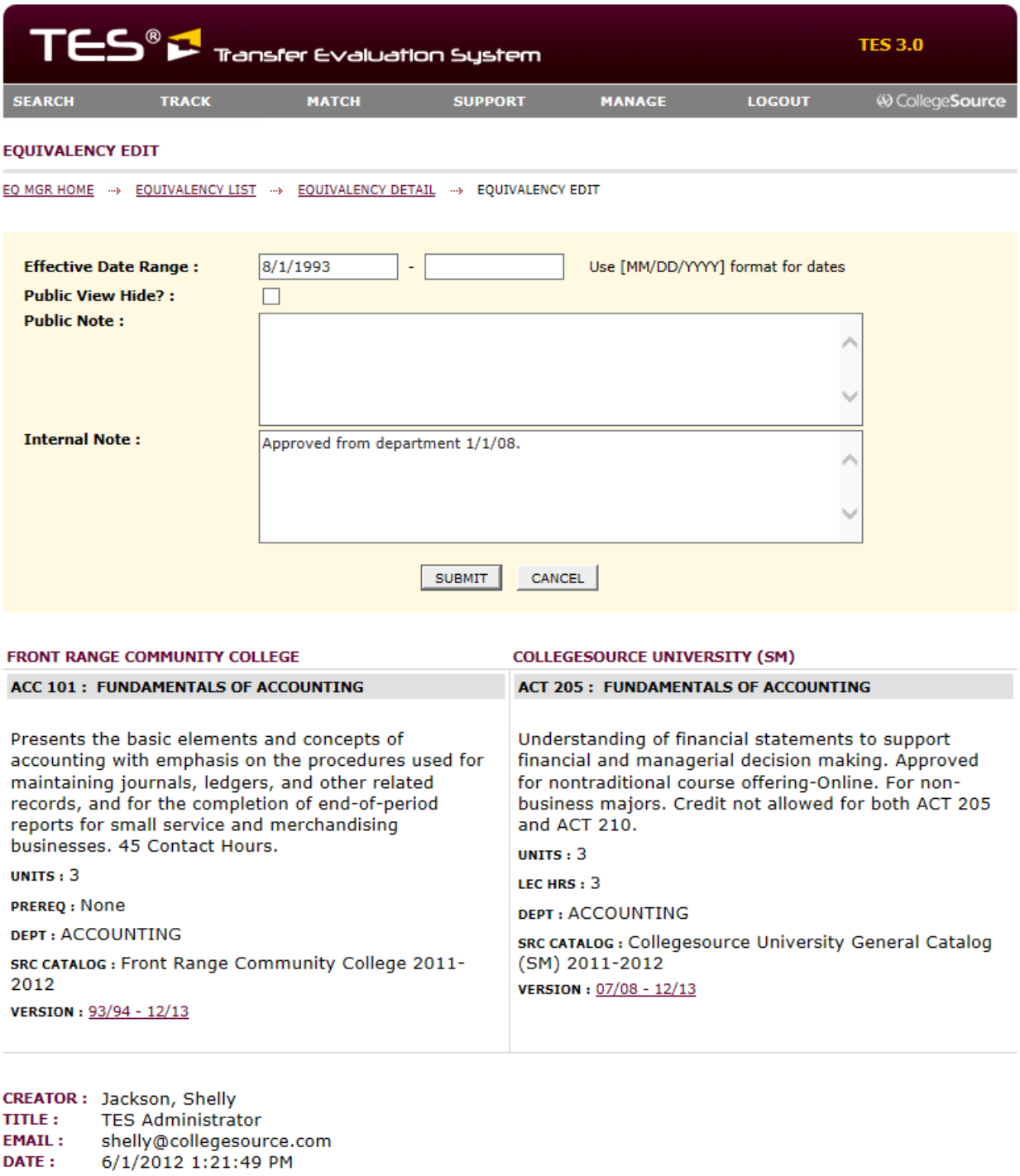
- Edit Header - Change or add Effective Date Range, change selection to Hide From Public View, or change or add Public or Internal Notes.



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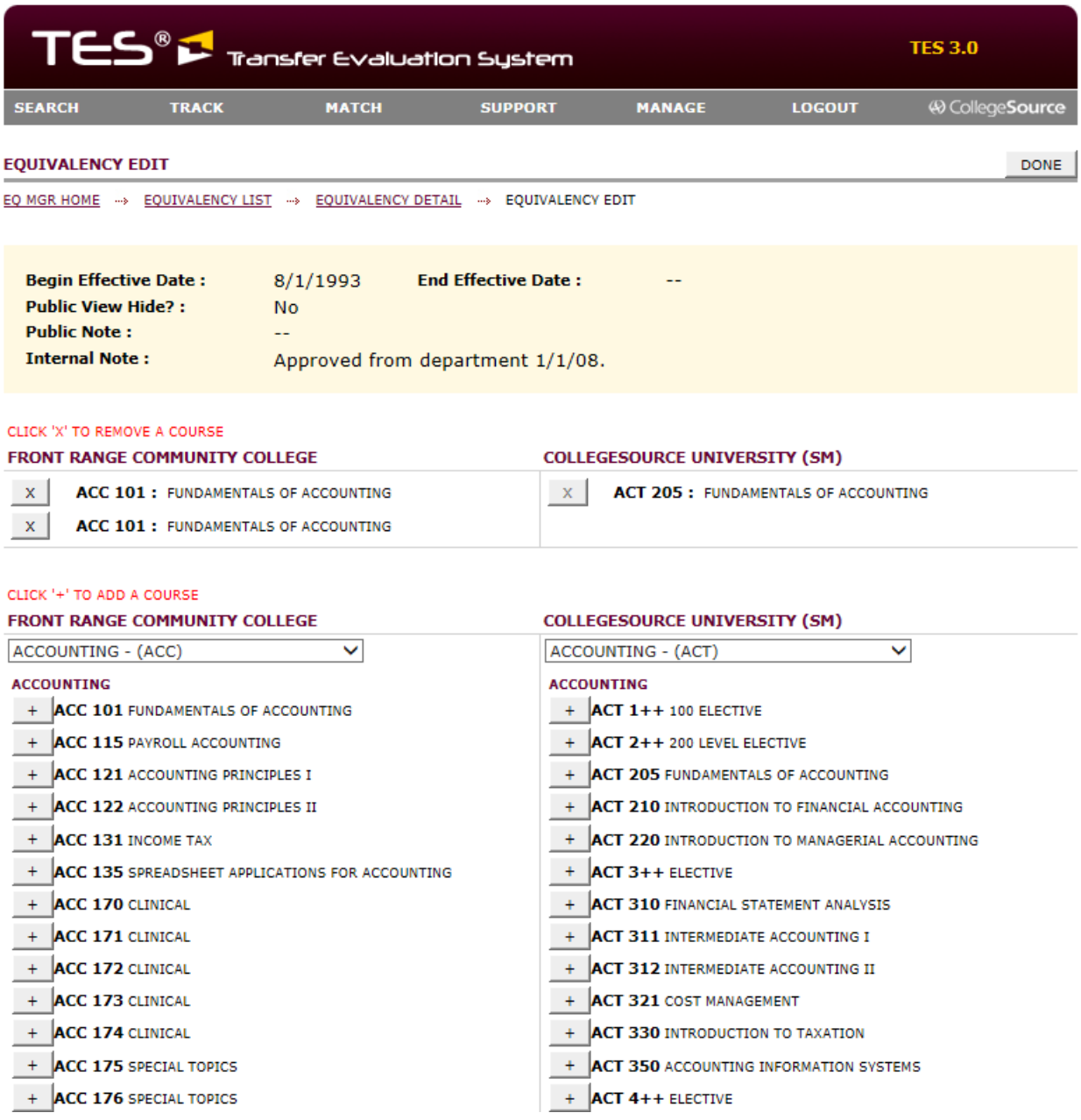
Edit Courses:

- Click on an [X] to delete either the transfer or home course.
- Click on a [+] to add either a transfer or home course.
- Click [DONE] when finished editing.



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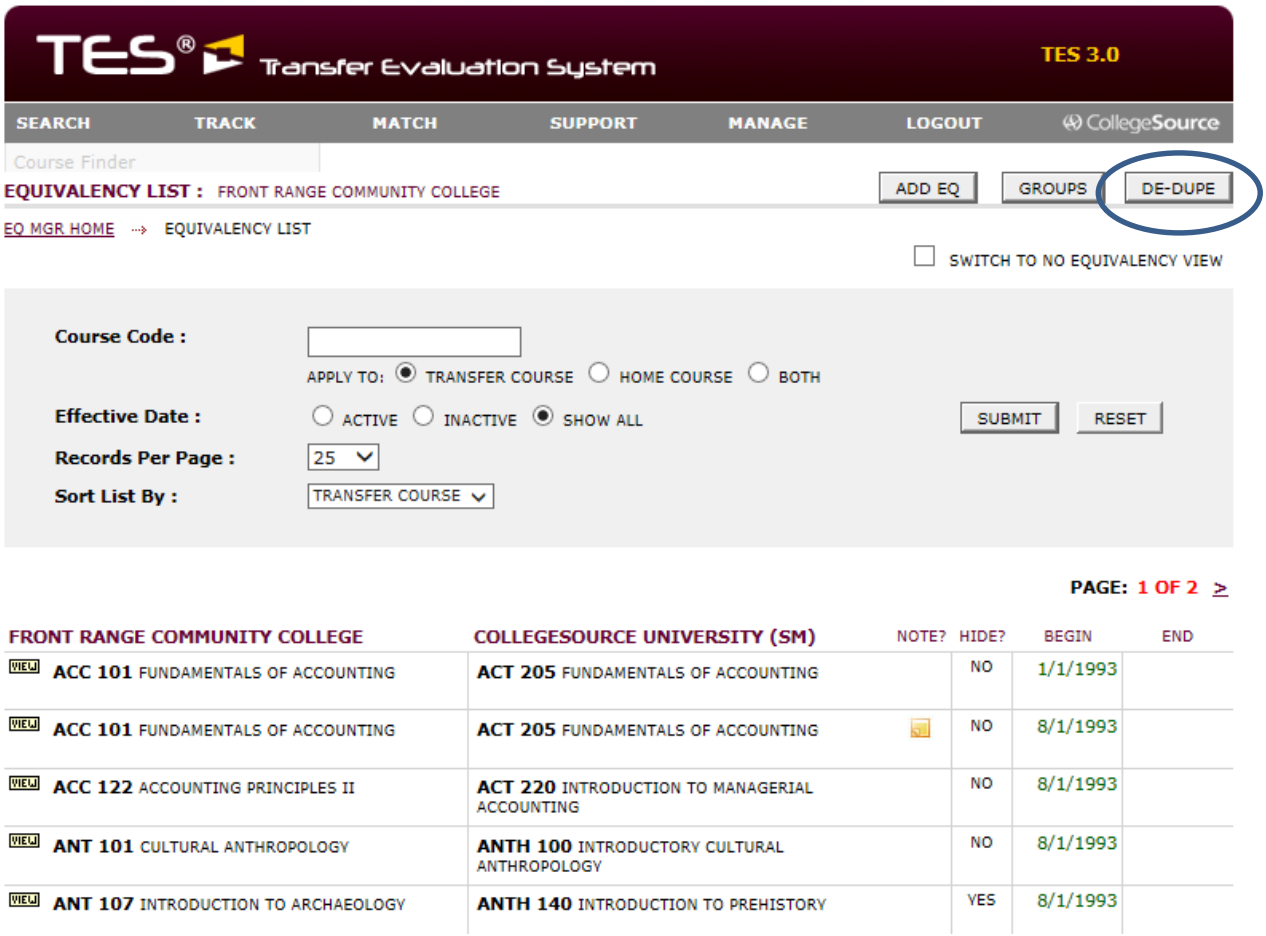
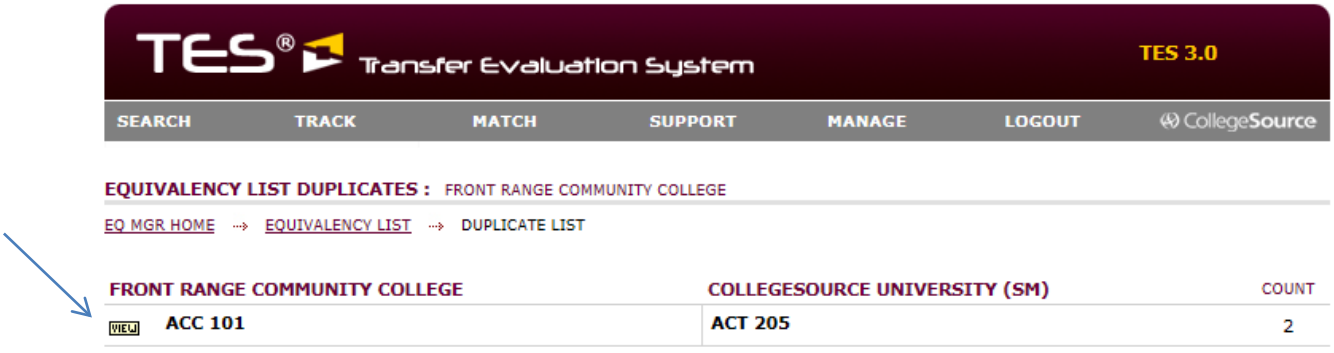
De-Dupe

This tool allows you to find, edit, and/or delte equivalencies where the values for the transfer course(s) and home course(s) are identical to those of another equivalency.



All duplicate equivalencies will be listed with the total count of those equivalencies. Select the VIEW button to see the details.



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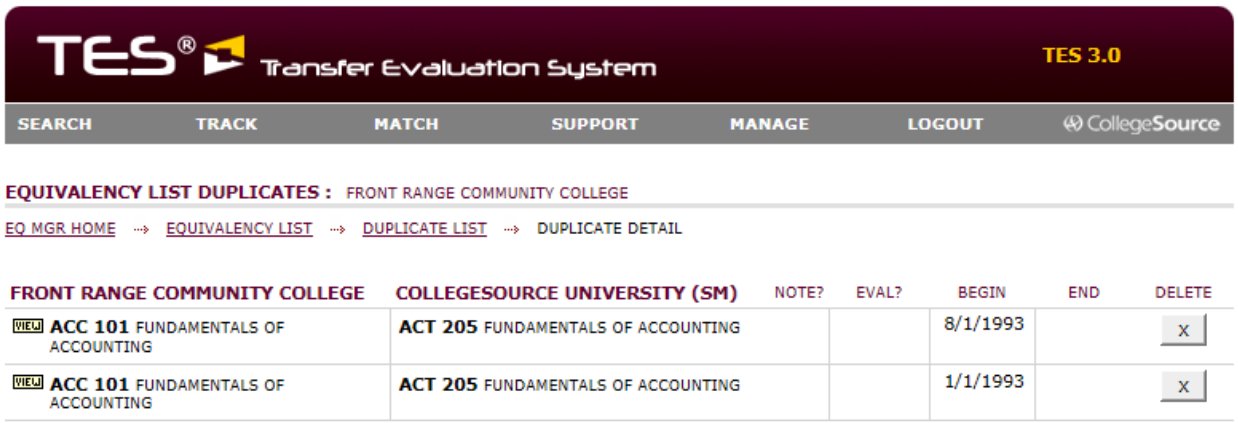
Delete the undesired equivalency by selecting the X button, or select one of the equivalencies listed with the VIEW button and edit the Effective Date.



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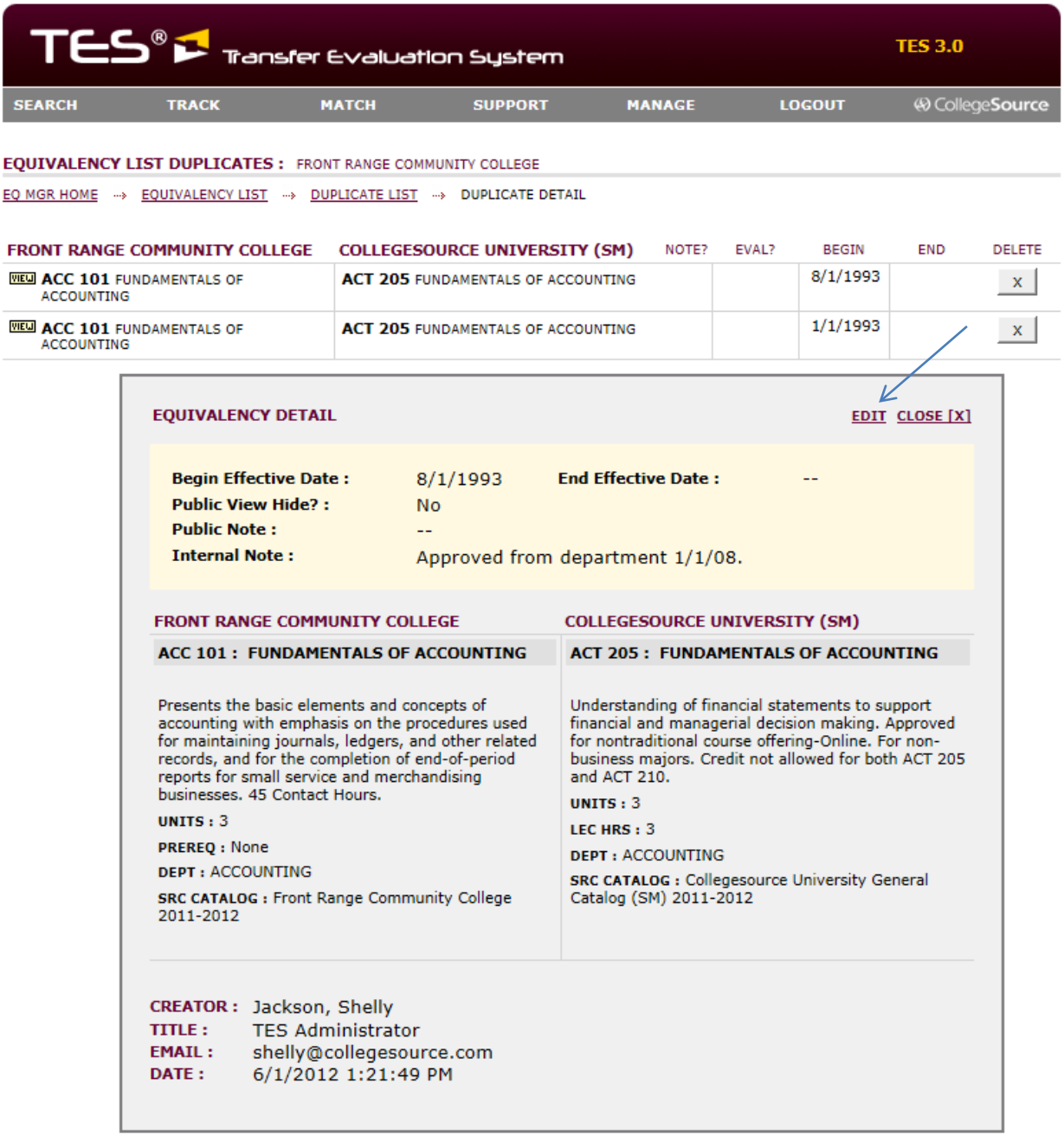

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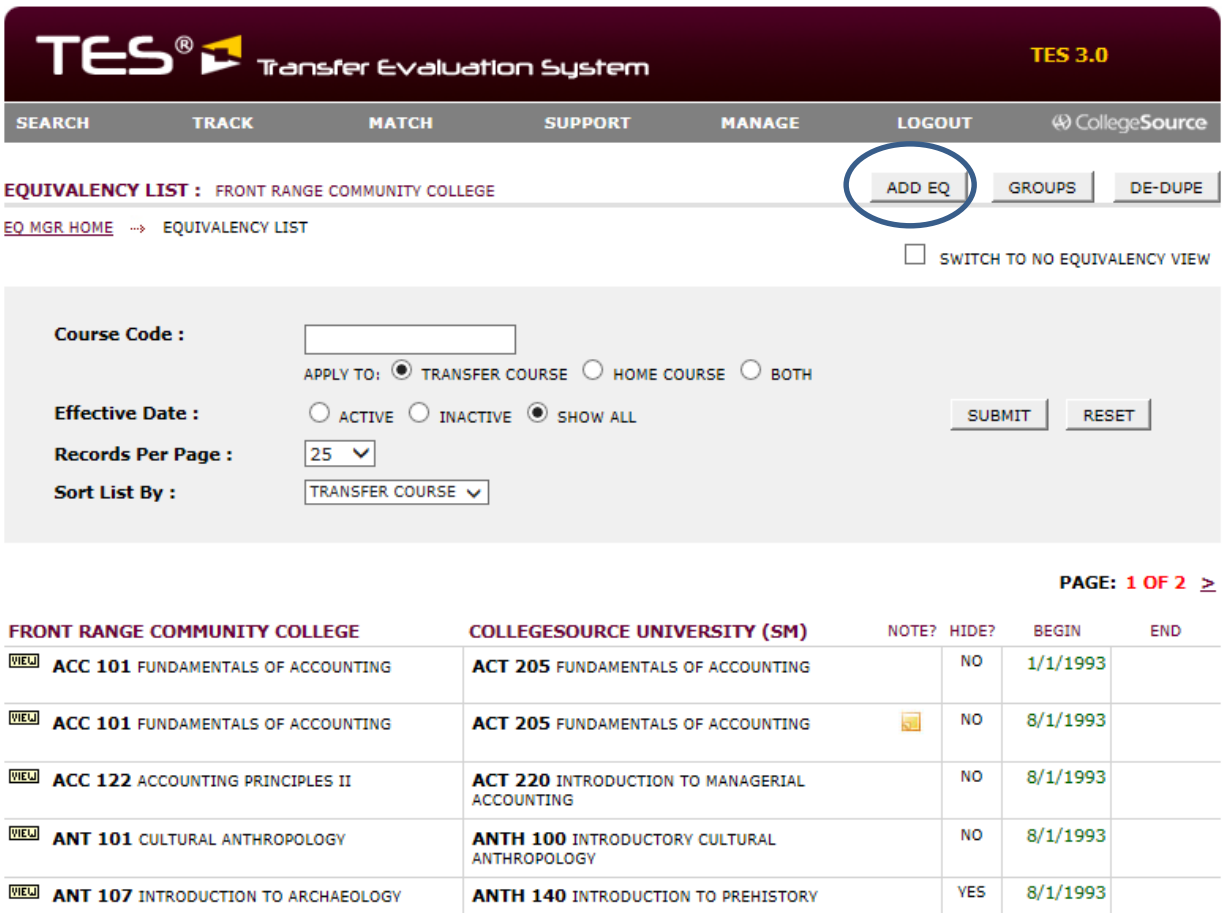
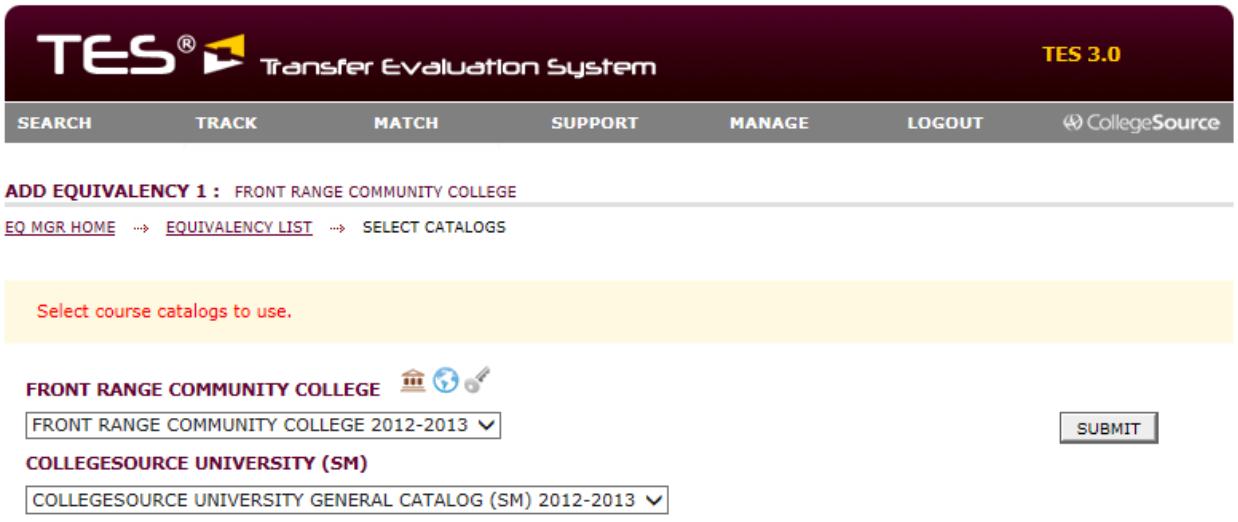
Add new equivalencies from Equivalency Manager



Select the appropriate data sets:



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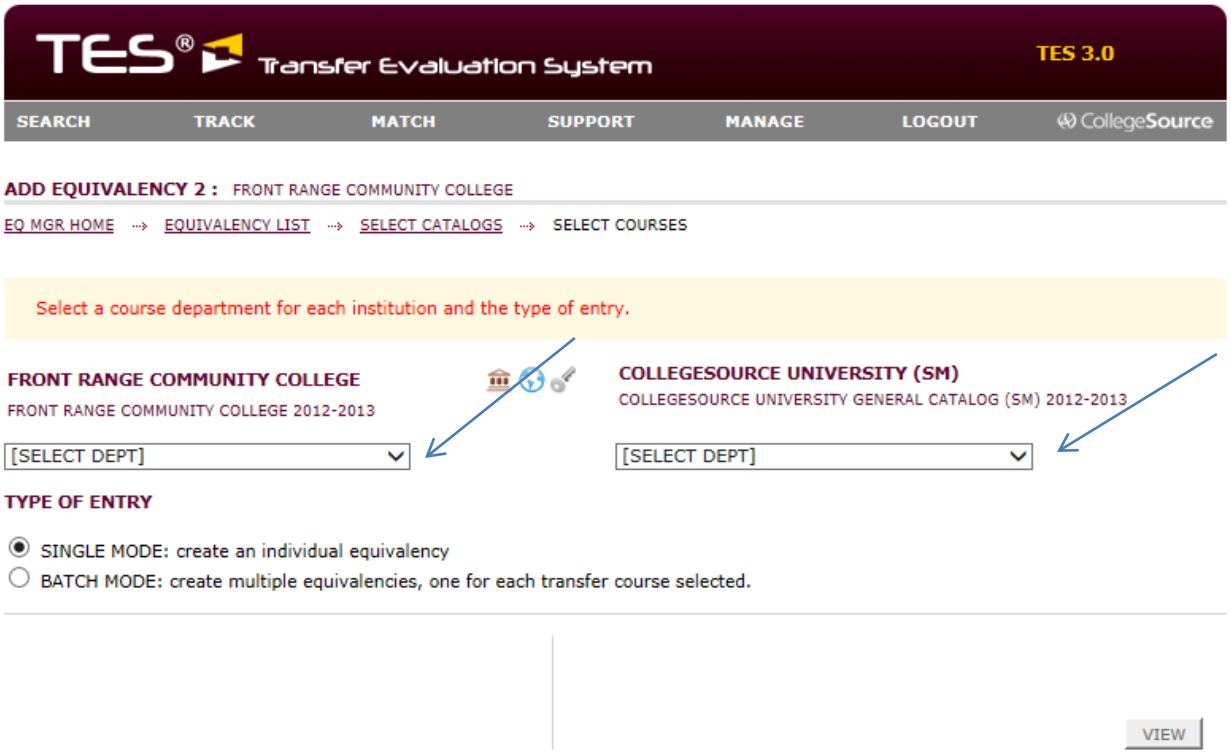
Select the appropriate departments for the transfer course and home course:



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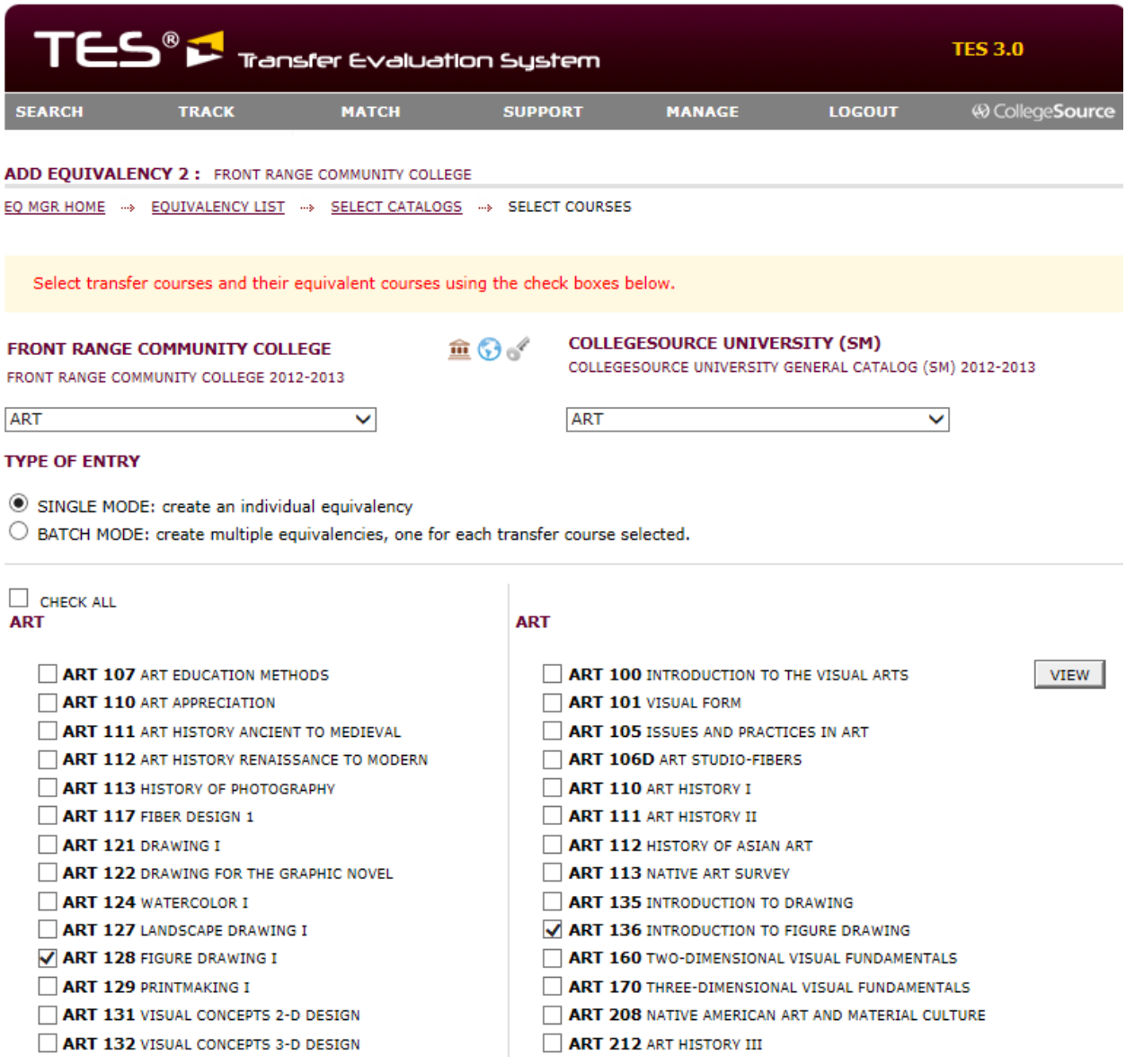
Select the desired courses for the equivalency and then the VIEW button:



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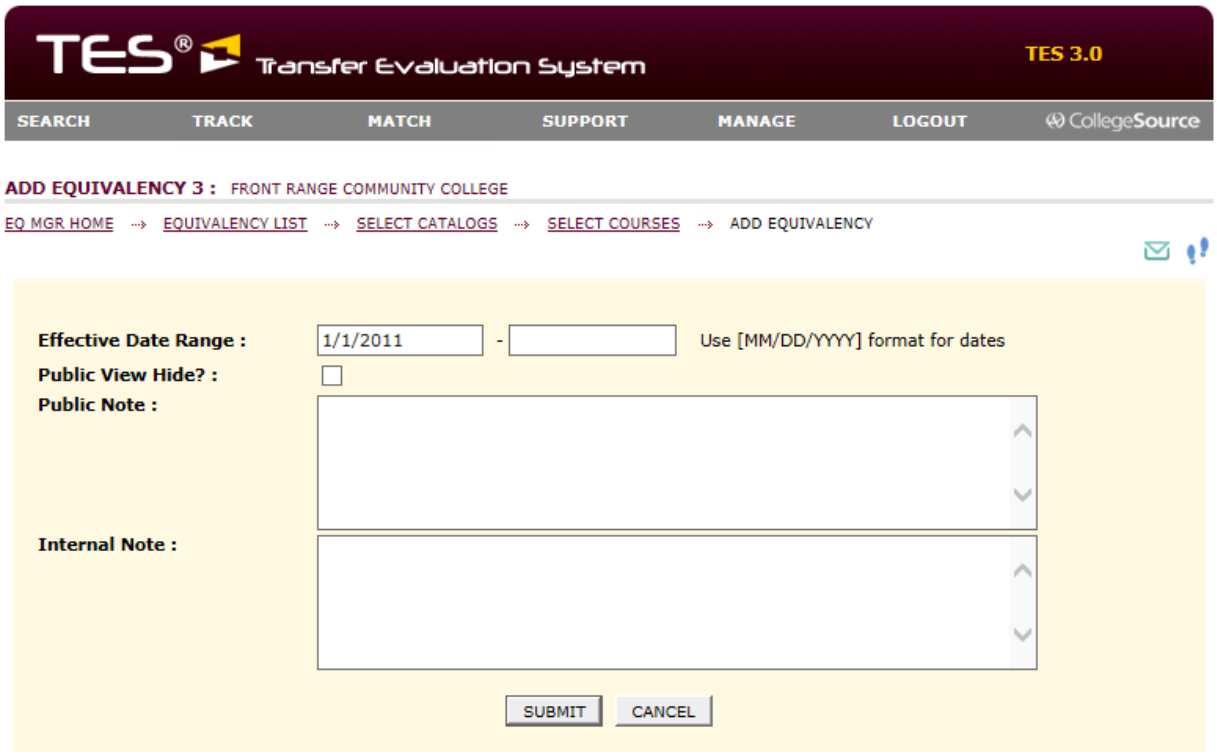
Add the necessary information and SUBMIT :



FRONT RANGE COMMUNITY COLLEGE

ART 128 FIGURE DRAWING I

Introduces the basic techniques of drawing the human figure. 90 Contact Hours.

UNITS : 3

PREREQ : ART 121

DEPT : ART

SRC CATALOG : Front Range Community College 2012-2013

VERSION : 11/12 - 12/13

COLLEGESOURCE UNIVERSITY (SM)

ART 136 INTRODUCTION TO FIGURE DRAWING

Human form as basis for self-expression through various drawing media. Special course fee.

UNITS : 3

PREREQ : ART 135

LEC HRS : 0

LAB HRS : 6

DEPT : ART

SRC CATALOG : Collegesource University General Catalog (SM) 2012-2013

VERSION : 07/08 - 12/13

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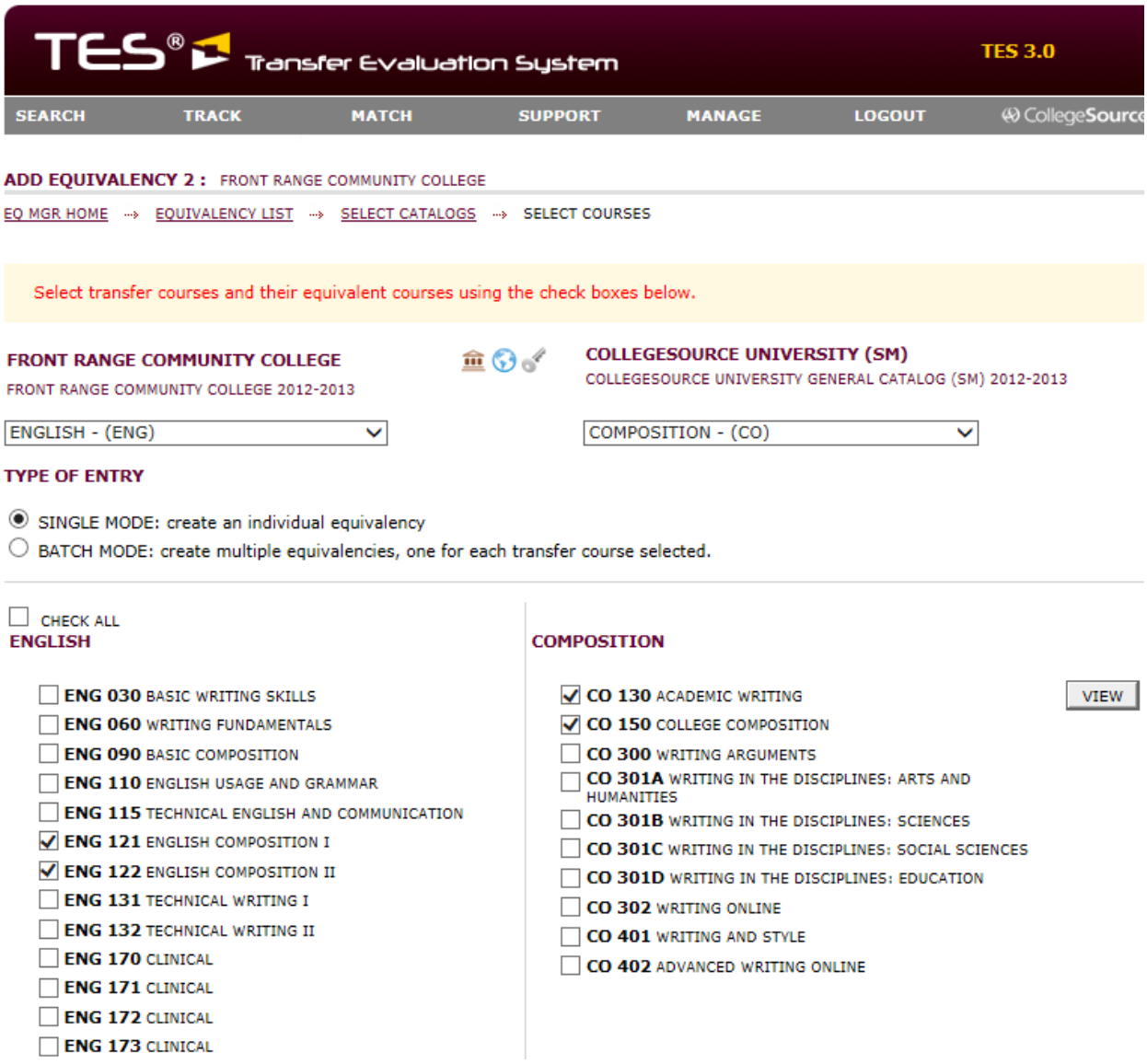
Create equivalencies with more than one course from sending institution (or your institution)

- One to many, many to one, and many to many course rules can be built using this function.
- Select the appropriate courses from both drop down menus and View. The equivalent can be created or routed out for evaluation.



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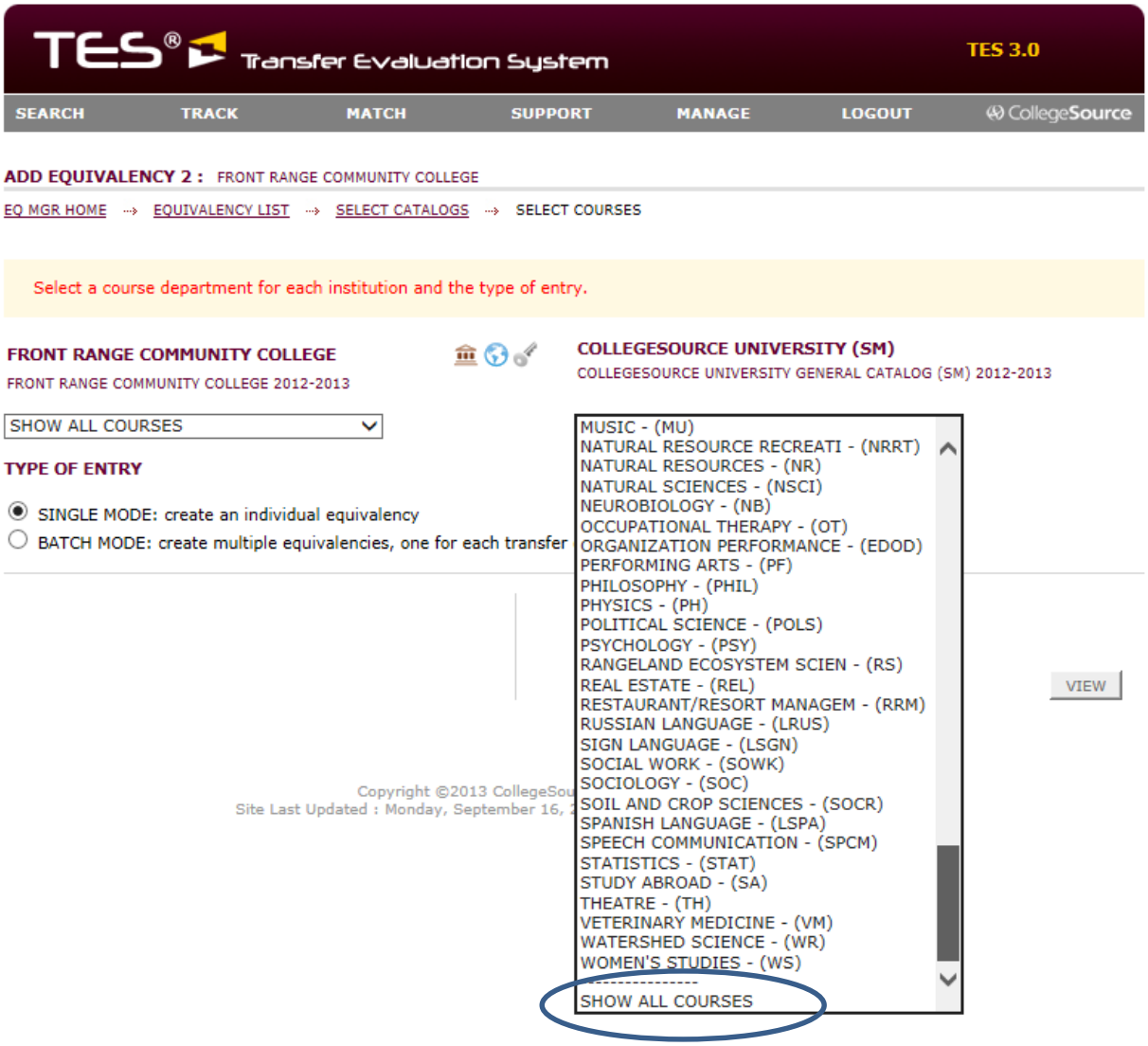
Select several different departments for equivalency

Several departments on either the sending or receiving side can be selected by using the drop down menu and selecting 'SHOW ALL COURSES' at the very bottom of the list.



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Batch Mode with User Added Course

This can be used when you need to assign a User Added Course to a number of courses from a sending institution. In this example, the Auto Motorsports Technology courses will not transfer.

- Select the appropriate department from the drop down list of sending courses.
- Select the Batch Mode radio button.
- If all courses should be included, select the Check All box. If not, select the appropriate courses.
- Select the User Added Course from your list of departments.
- Select

.

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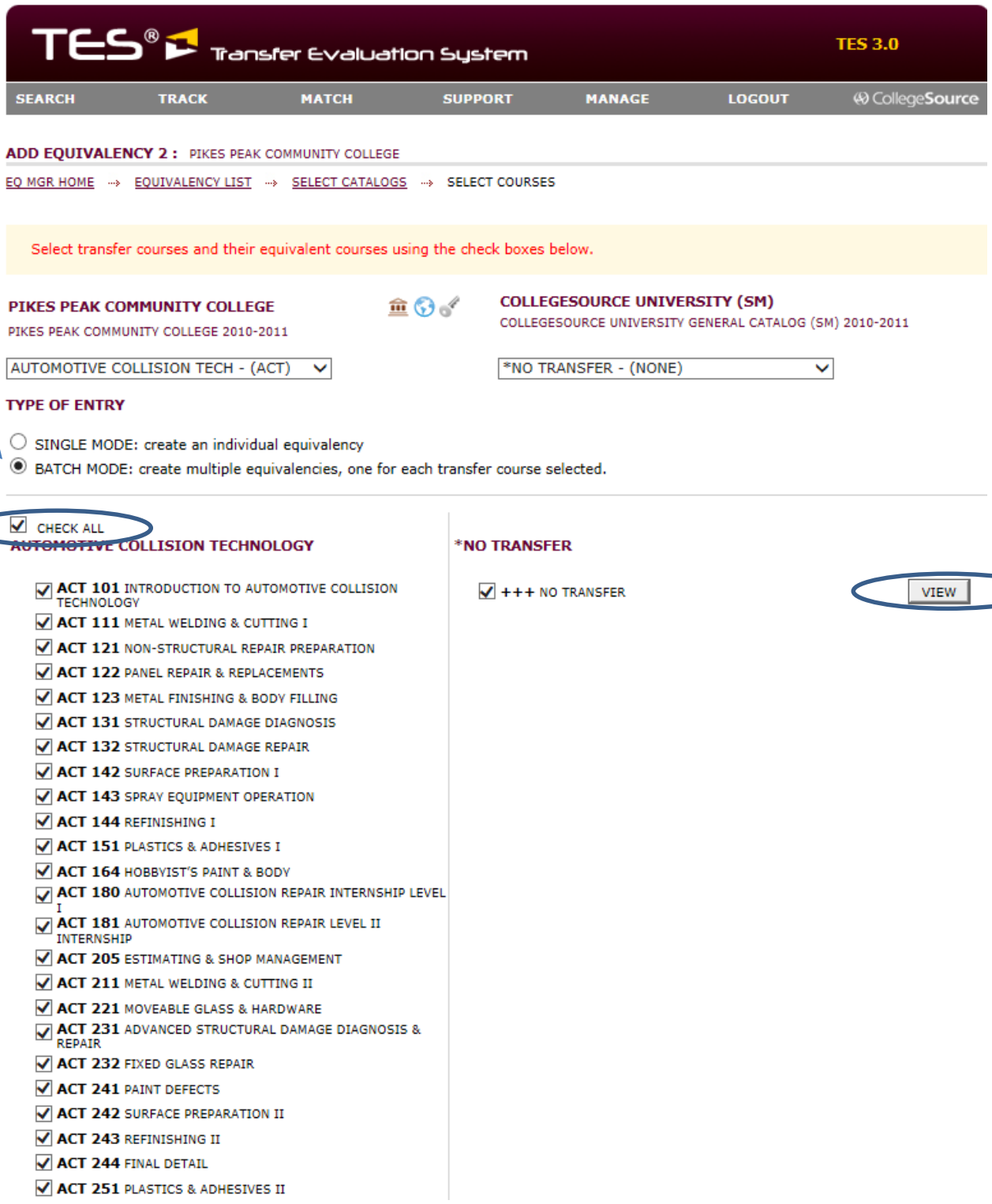

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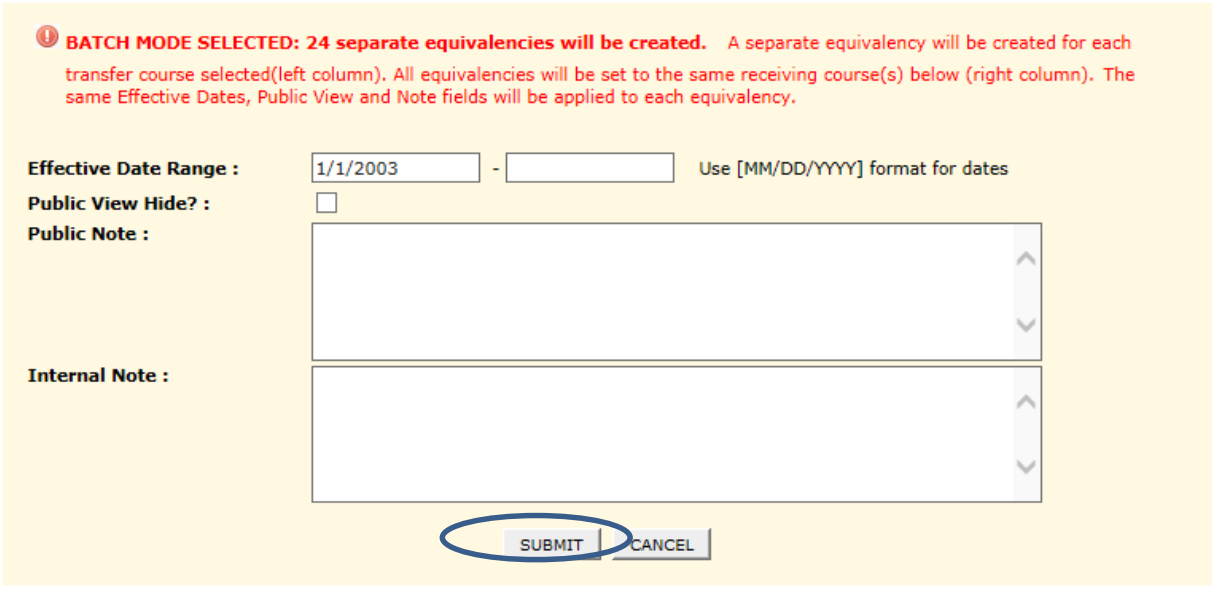
- Assign the criteria desired; Effective Date Range, Public View Hide, Public or Internal Notes.
- Select the SUBMIT button.
- Each course will be assigned the "+++ No Transfer" User Added Course.



PIKES PEAK COMMUNITY COLLEGE

ACT 101 INTRODUCTION TO AUTOMOTIVE COLLISION TECHNOLOGY

Designed as an orientation to the automotive collision repair industry. Students receive an overview of job possibilities as well as learn various types of automobile construction. Names, uses, and maintenance procedures for a variety of tools and equipment are covered. Focuses on general collision repair and refinishing shop safety procedures with an emphasis on personal and environmental safety issues. Students also learn the proper handling and disposal of hazardous materials. 90 Contact Hours (Lecture/Lab Combination)

UNITS : 4

DEPT : AUTOMOTIVE COLLISION TECHNOLOGY

SRC CATALOG : Pikes Peak Community College 2010-2011

VERSION : 03/04 - 12/13

ACT 111 METAL WELDING & CUTTING I

Covers sheet metal oxygen-acetylene welding and MIG welding techniques including safety, materials, equipment, and setups. Personal and vehicle protective measures prior to welding procedures are presented. 67.5 Contact Hours (Lecture/Lab Combination)

UNITS : 3

PREREQ : ACT 101 or faculty consent

COLLEGESOURCE UNIVERSITY (SM)

+++ NO TRANSFER

This course will not transfer.

UNITS : 0

DEPT : *NO TRANSFER

SRC CATALOG : Collegesource University General Catalog (SM) 2010-2011

VERSION : 09/10 - 11/12

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ADD EQUIVALENCY 4 : PIKES PEAK COMMUNITY COLLEGE

ADD EQ

EQ MGR HOME → EQUIVALENCY LIST → SELECT CATALOGS → SELECT COURSES

SUCCESS: The following 24 equivalencies have been entered.

PIKES PEAK COMMUNITY COLLEGE	COLLEGESOURCE UNIVERSITY (SM)	NOTE?	HIDE?	BEGIN	END
VIEW ACT 101	+++		NO	1/1/2003	
VIEW ACT 111	+++		NO	1/1/2003	
VIEW ACT 121	+++		NO	1/1/2003	
VIEW ACT 122	+++		NO	1/1/2003	
VIEW ACT 123	+++		NO	1/1/2003	
VIEW ACT 131	+++		NO	1/1/2003	
VIEW ACT 132	+++		NO	1/1/2003	
VIEW ACT 142	+++		NO	1/1/2003	
VIEW ACT 143	+++		NO	1/1/2003	
VIEW ACT 144	+++		NO	1/1/2003	
VIEW ACT 151	+++		NO	1/1/2003	
VIEW ACT 164	+++		NO	1/1/2003	
VIEW ACT 180	+++		NO	1/1/2003	
VIEW ACT 181	+++		NO	1/1/2003	
VIEW ACT 205	+++		NO	1/1/2003	
VIEW ACT 211	+++		NO	1/1/2003	
VIEW ACT 221	+++		NO	1/1/2003	
VIEW ACT 231	+++		NO	1/1/2003	
VIEW ACT 232	+++		NO	1/1/2003	

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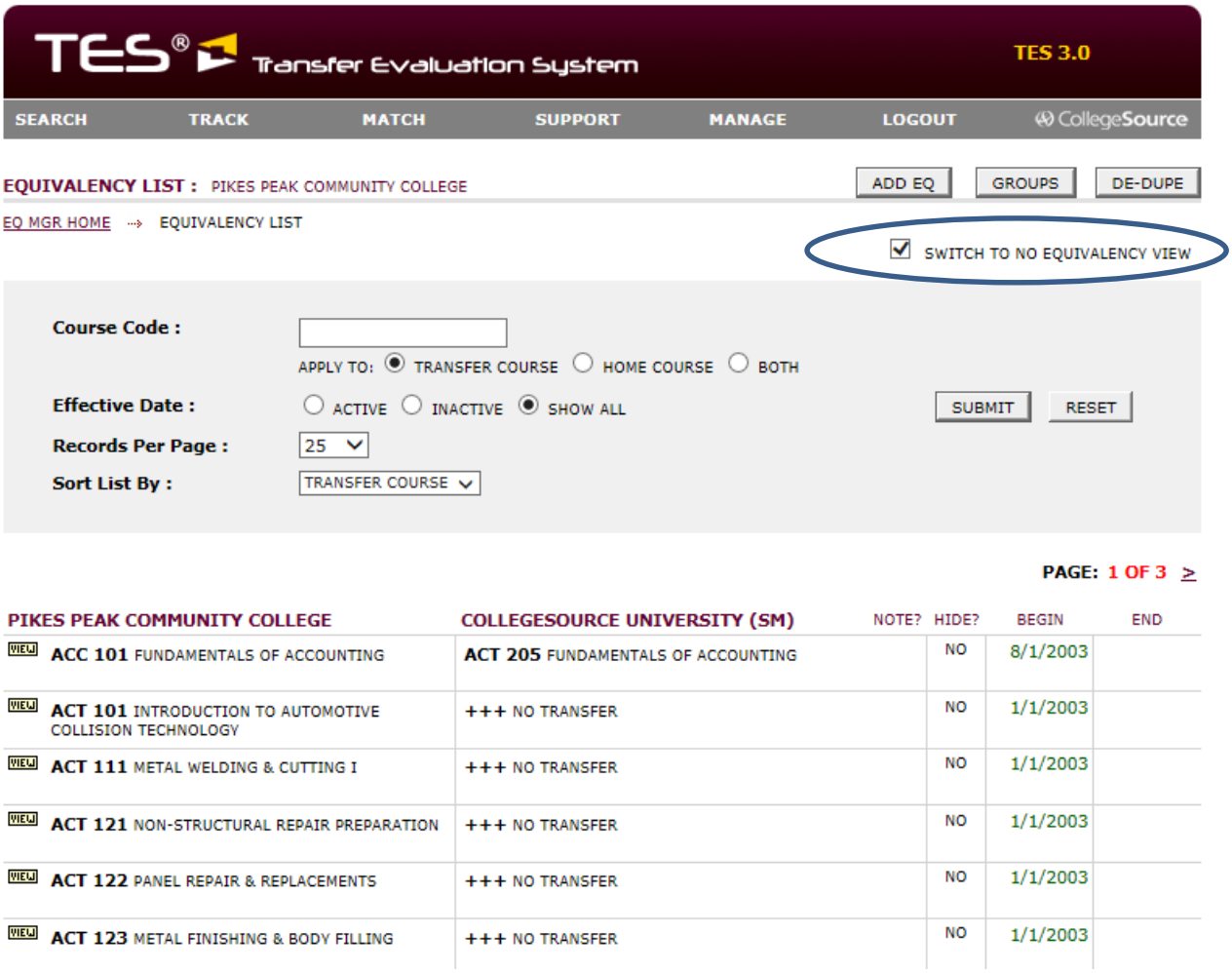
Switch to No Equivalency View

This function can be used for display of those courses from the sending institution that do not have equivalents in TES®. This is a good way to keep a feeder institution's catalog complete with equivalents.



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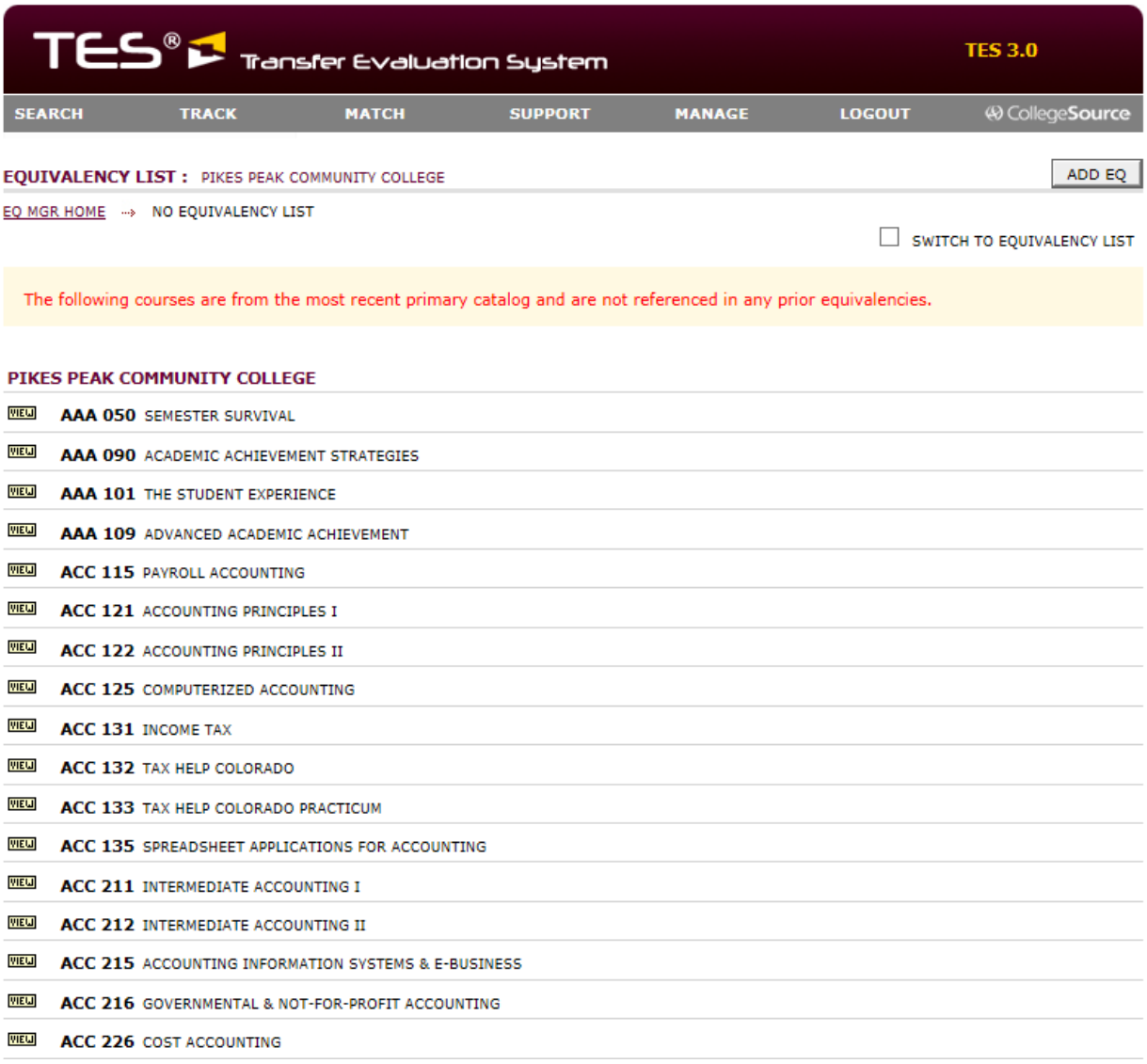
Courses that have not been articulated from Front Range Community College to Collegesource University are now displayed. Add equivalencies for these courses by first selecting the appropriate VIEW button.



Use the puzzle piece icon to create the equivalency or the footstep icon to route out for evaluation.

Groups

Do you have the need to display a list of equivalents for an institution in your Public View. These reports are used to display groups of courses, lists, articulation agreements, etc. **The equivalents in these groups**

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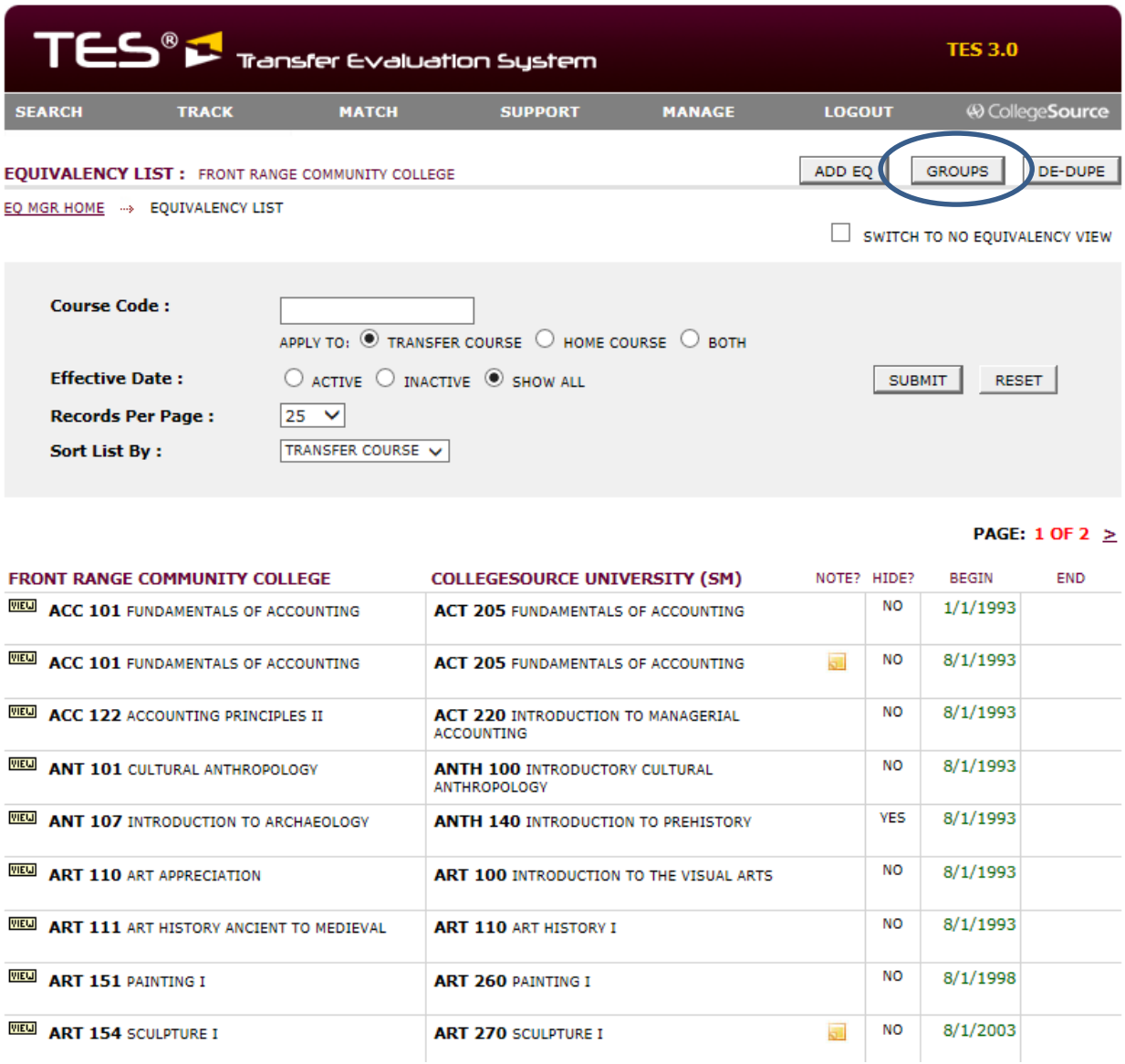
are kept up-to-date by TES®. If any change is made to the equivalent it is changed in the Group and the Group Report because these are dynamic reports not static reports. TES® pulls the current equivalent every time one of the lists is displayed.

Equivalents must be built for an institution and stored in TES® before groups can be built. Then Group Reports can be built from the Groups.

Select an institution from Equivalency Manager. In the upper right hand corner, select the GROUPS button.



Any Groups and Group Reports that have been previously created will display. To create a new Group, select ADD GROUP.

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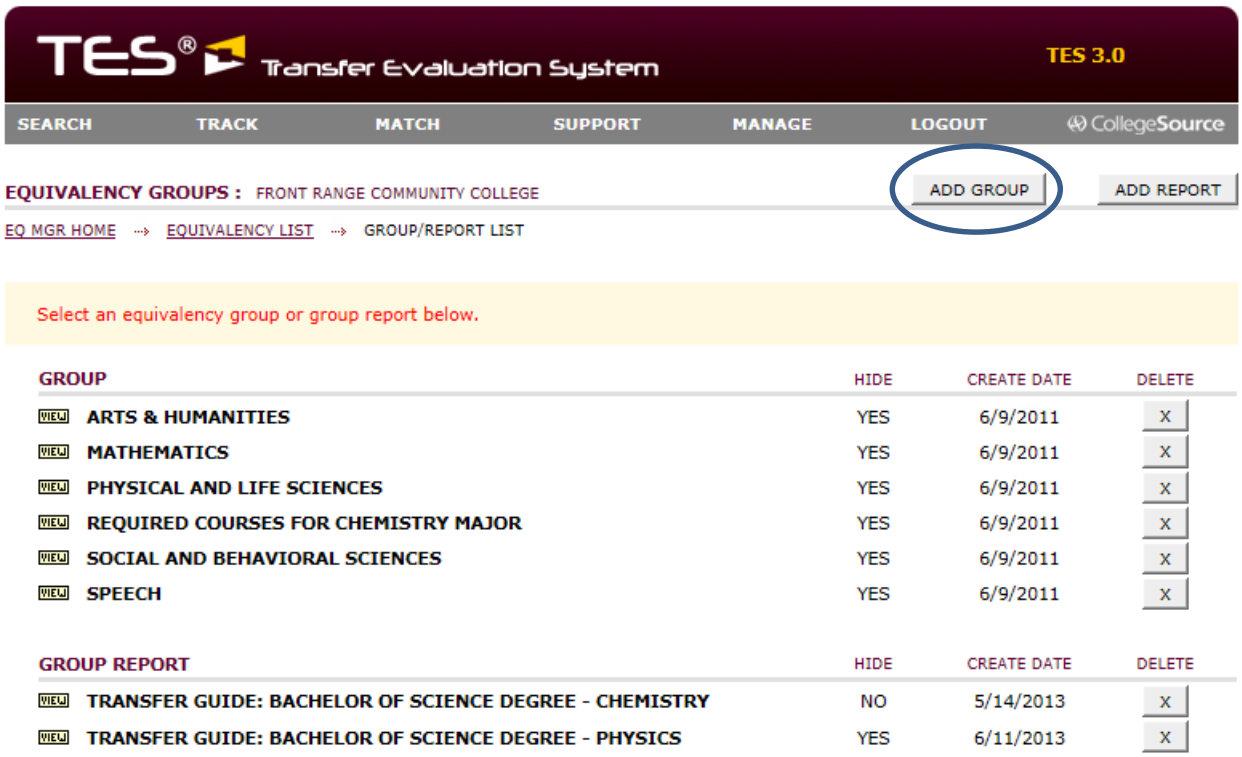

Enter the Header information for the Group:

- Group Name

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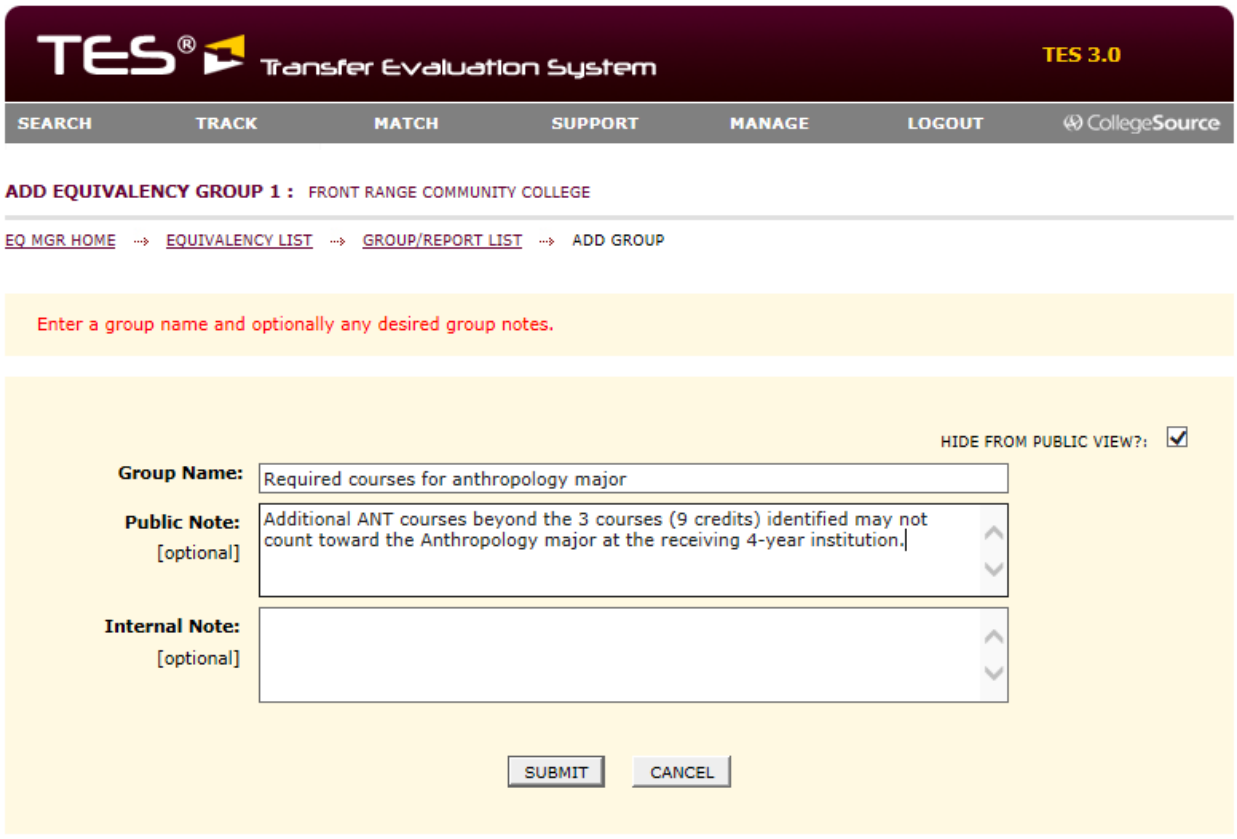
- Optional Public Note. Using HTML codes will allow for bolding, underlining, italics, paragraphs, etc.
- Optional Internal Note
- The default is to Hide from the Public View. Remove the checkmark if you don't want to hide the Group.



Once you SUBMIT, you will be prompted to add the courses to the Group:

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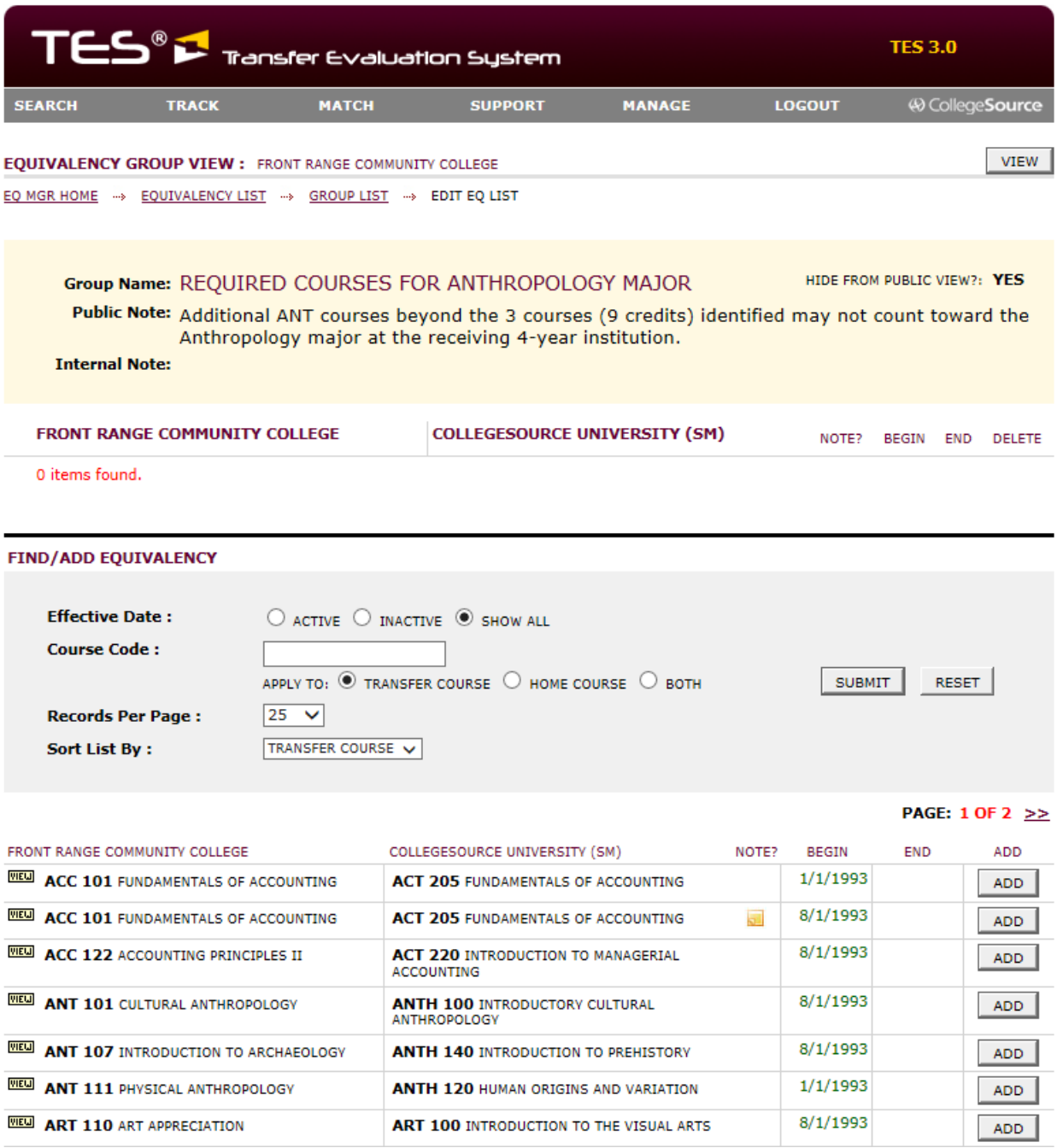

As you add the courses, they will display under the Header:

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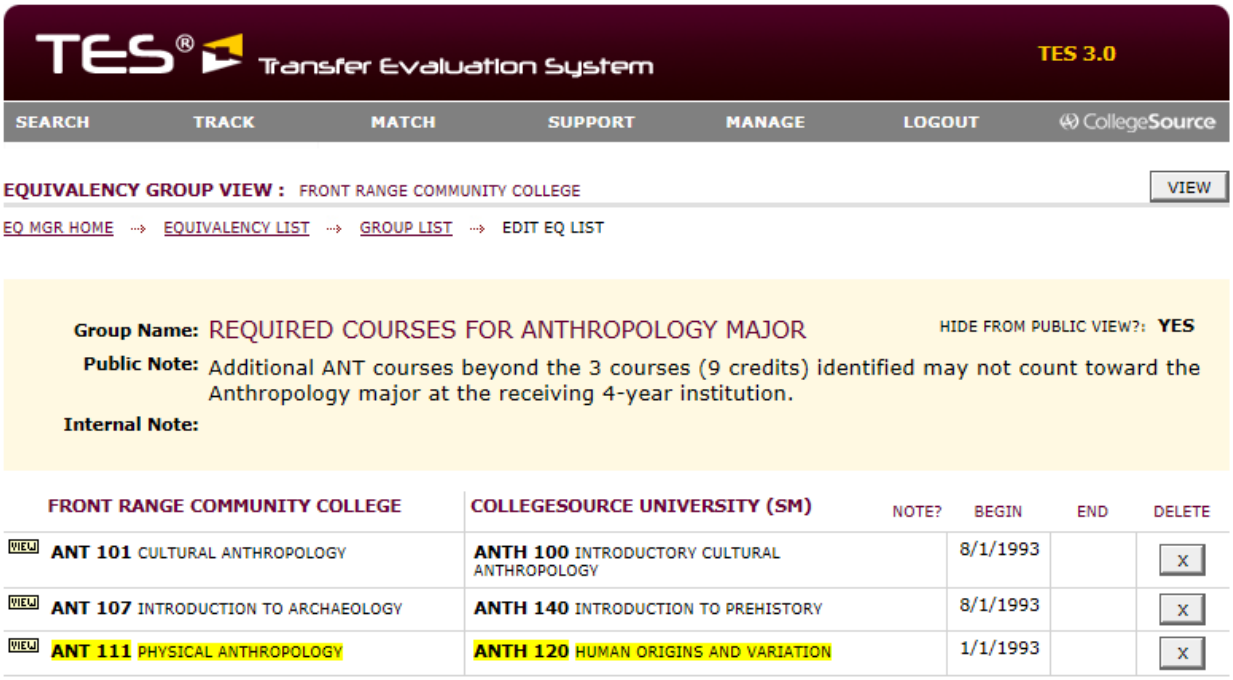
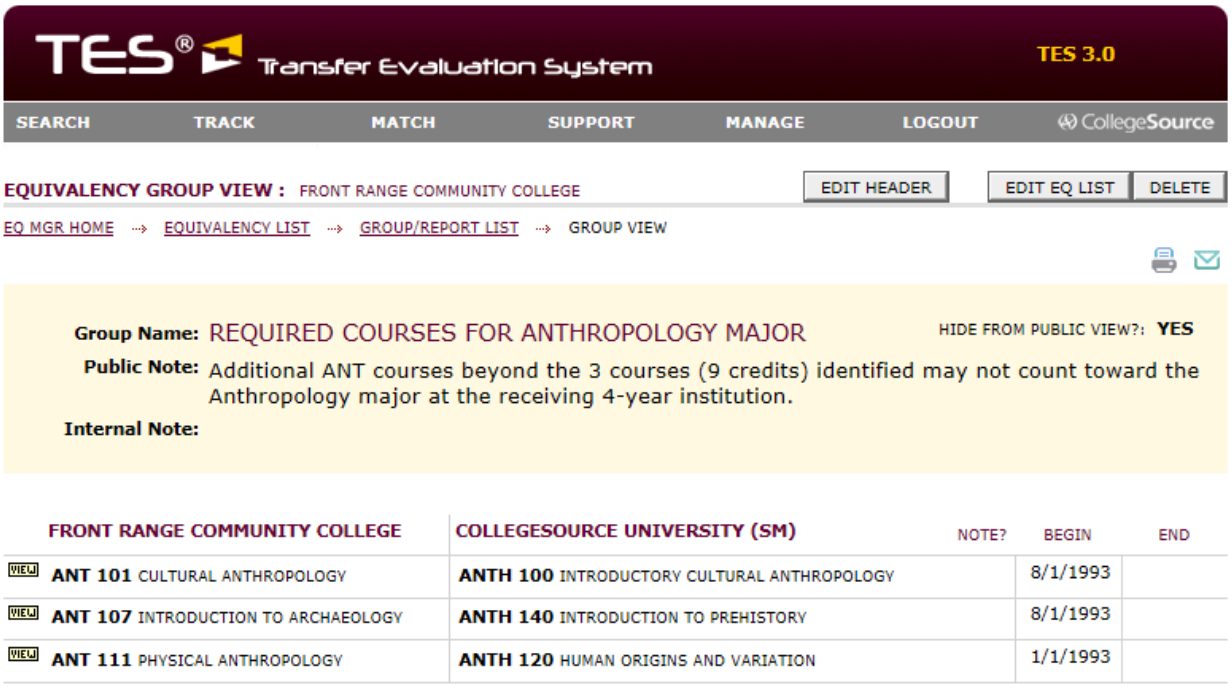


Once you've added all the courses, select VIEW to see what the Group looks like. From here, if needed, Edit the Header, Edit the EQ List or Delete the Group.



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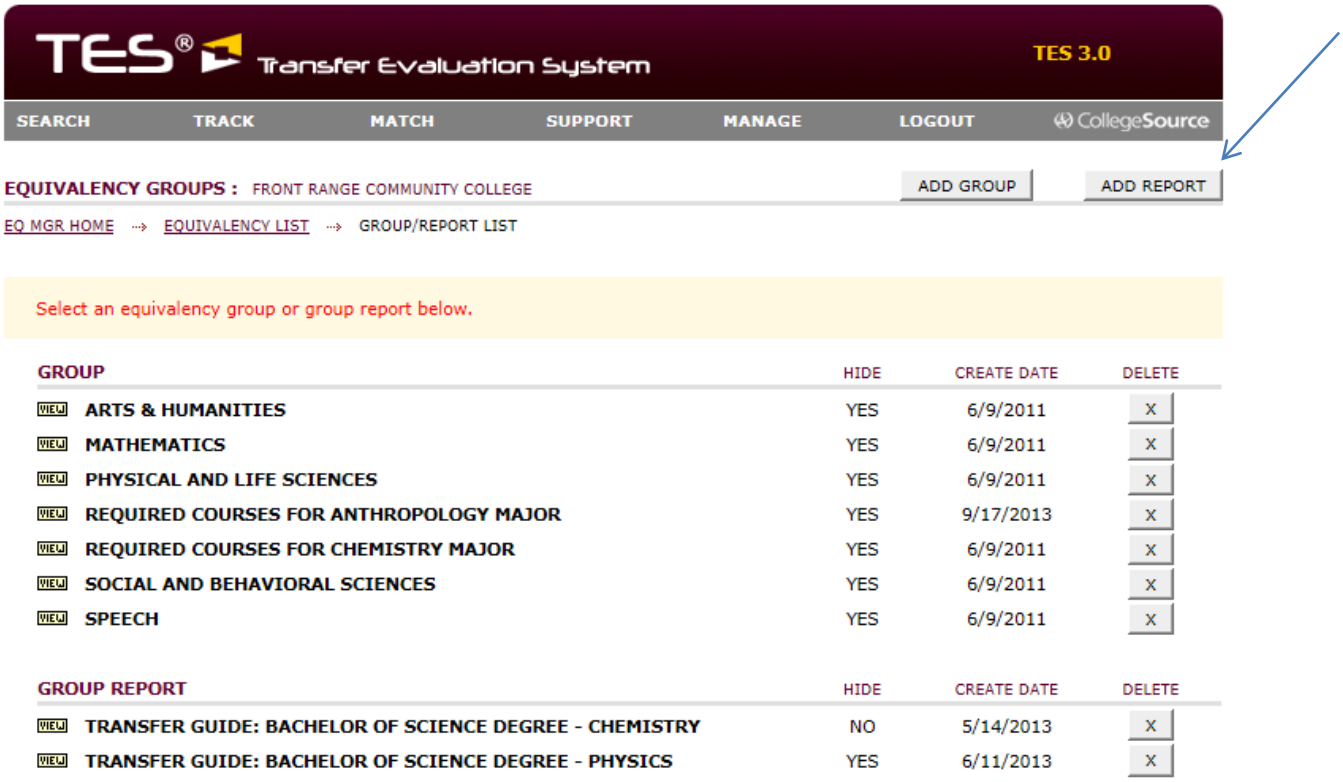
Group Report

Add all the Groups that you need for the Group Report. When you are ready to create the Group Report, select the ADD REPORT button.



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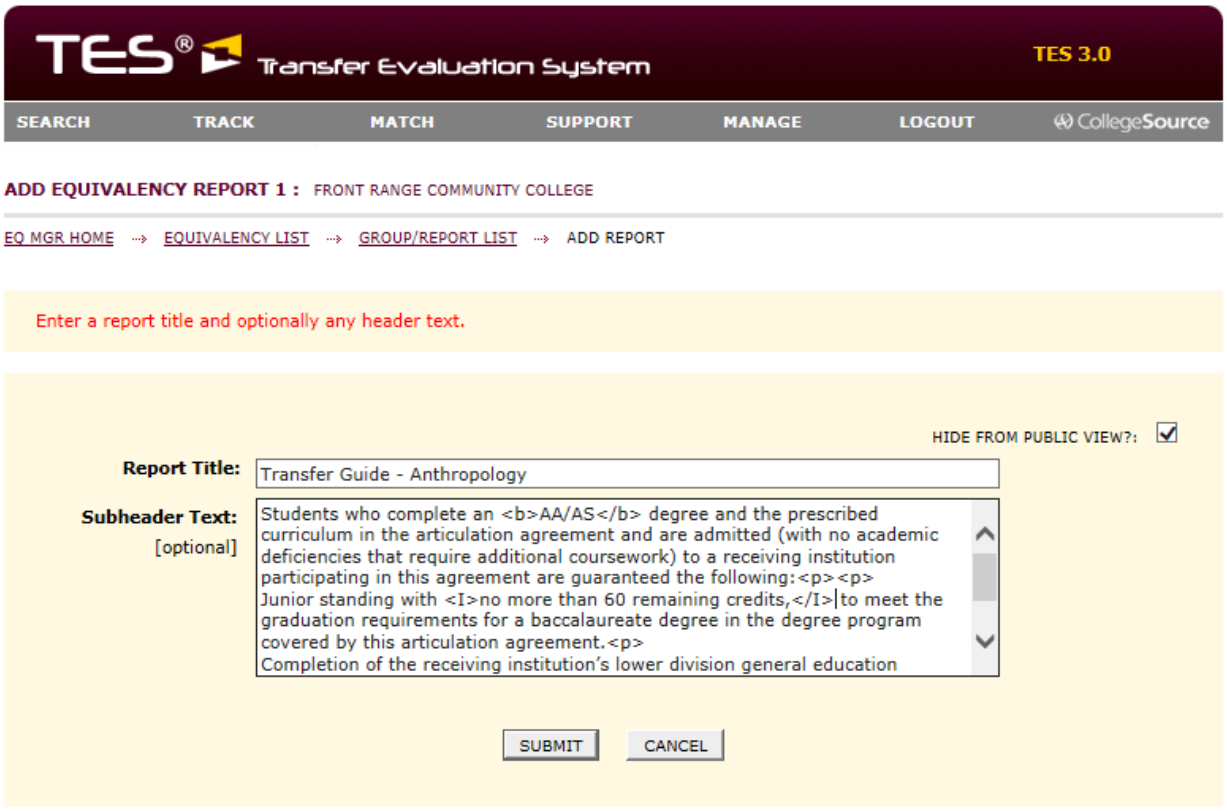
Enter a report title and any information you want displayed in the Header. The default for hiding the Report from Public View is checked so that the Report is not displayed until you've made all of the additions and corrections that are needed. Using HTML codes will allow for bolding, underlining, italics, paragraphs, etc.



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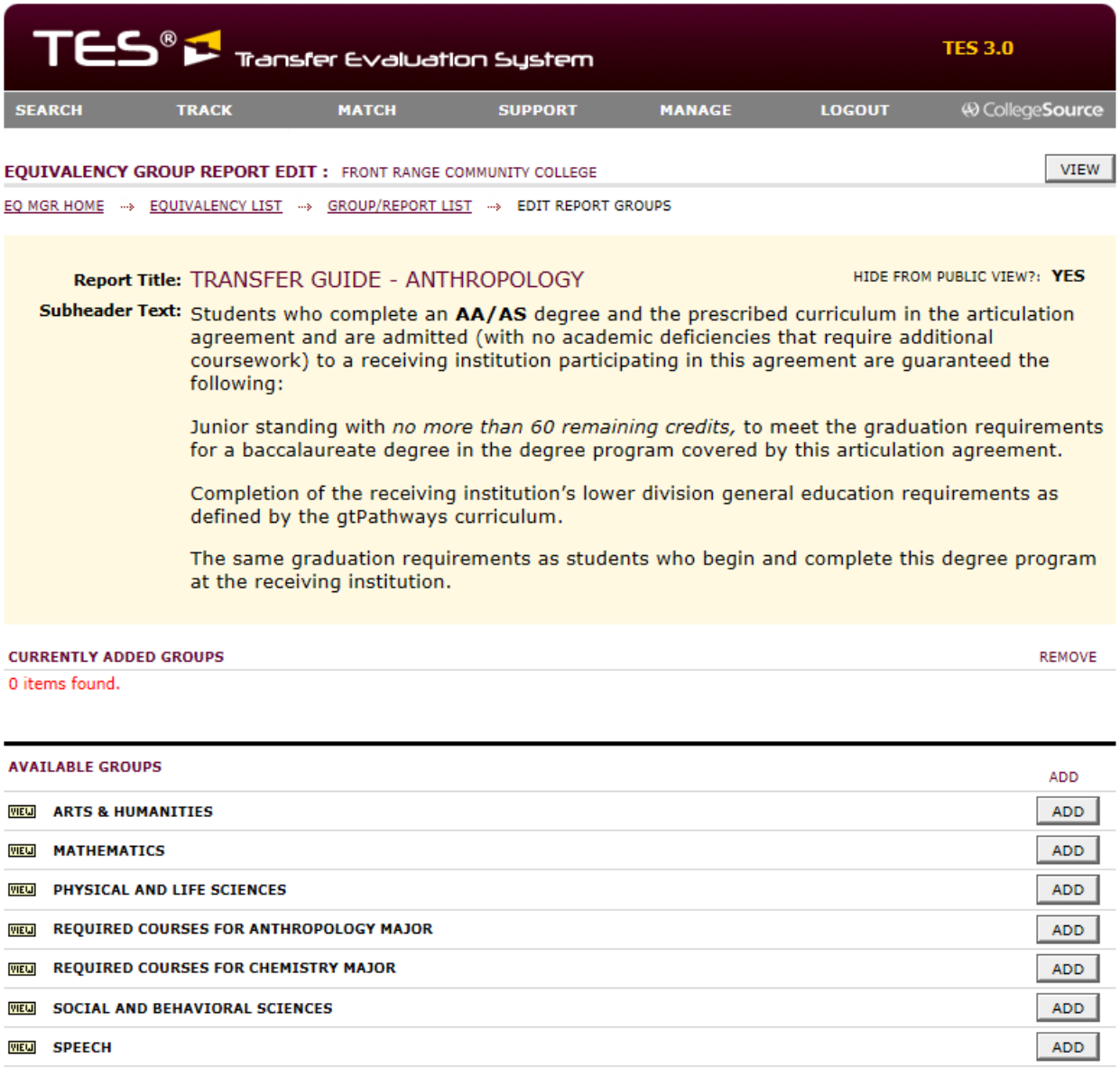
Once Submitted, you can view the text and add groups:



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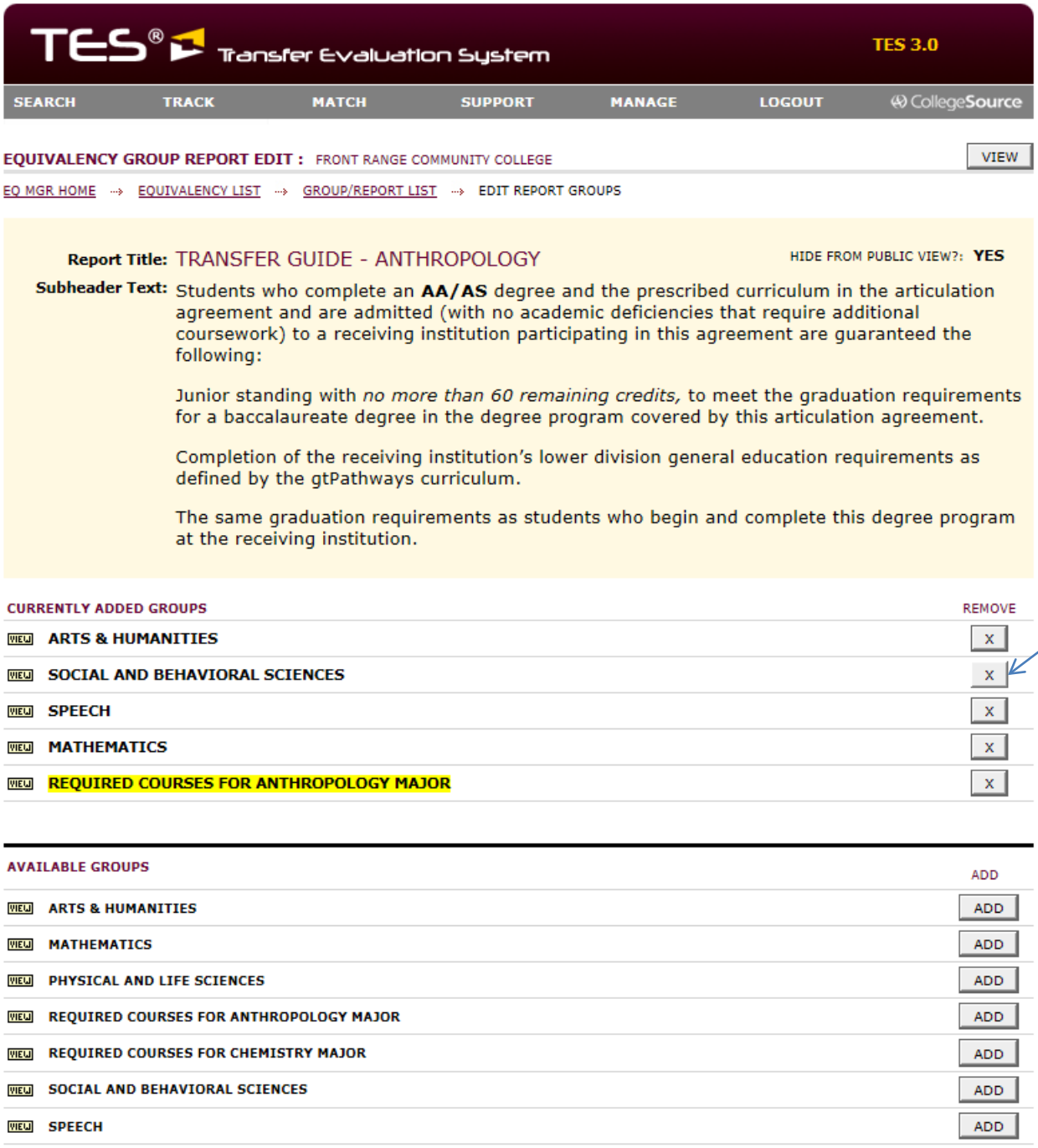
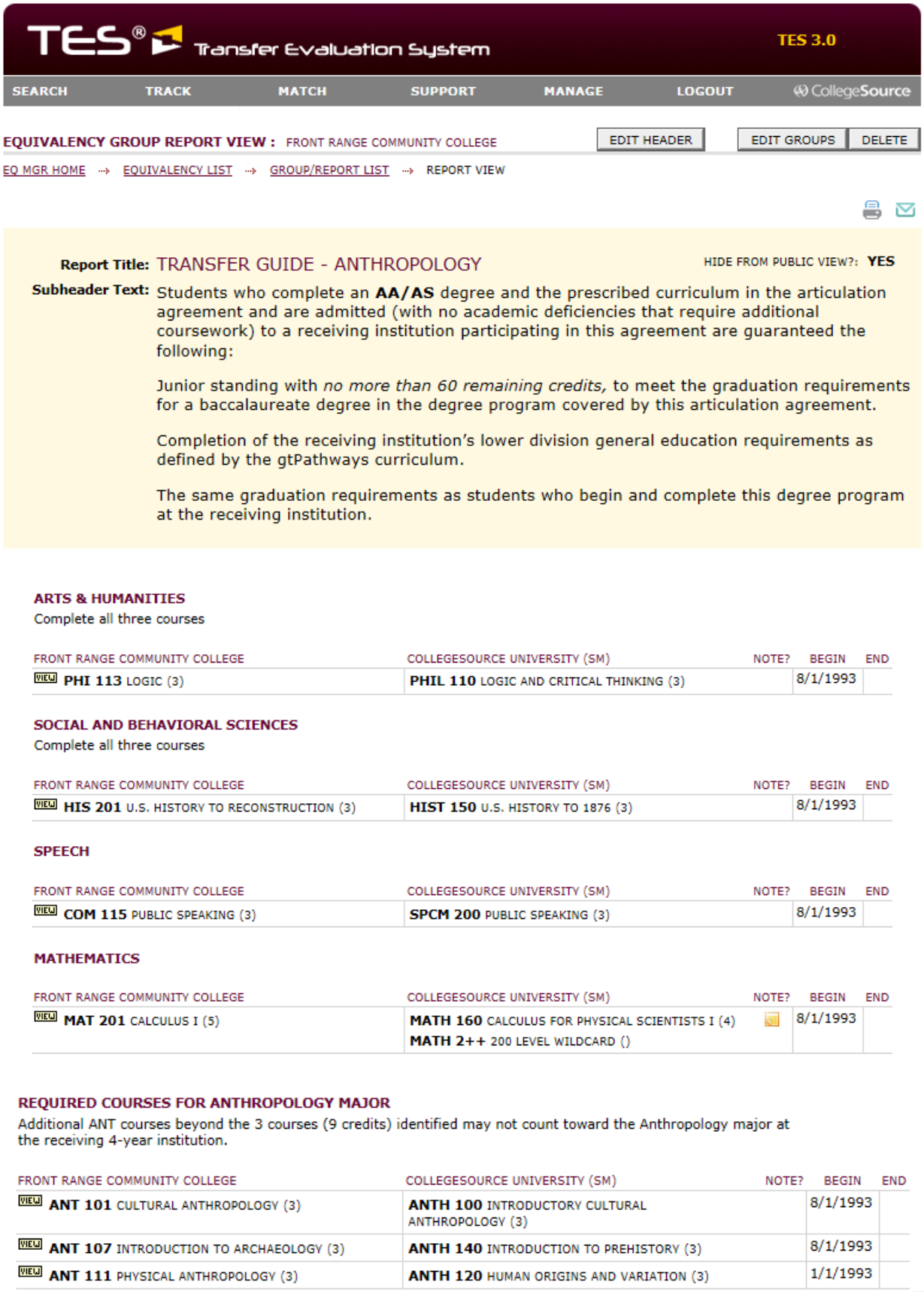
Add the Groups in the order you want them displayed on the Report. You can View the groups with the VIEW button and also Remove any Groups with the X button.



© 2013 CollegeSource, Inc.

Click VIEW to display the Report format:



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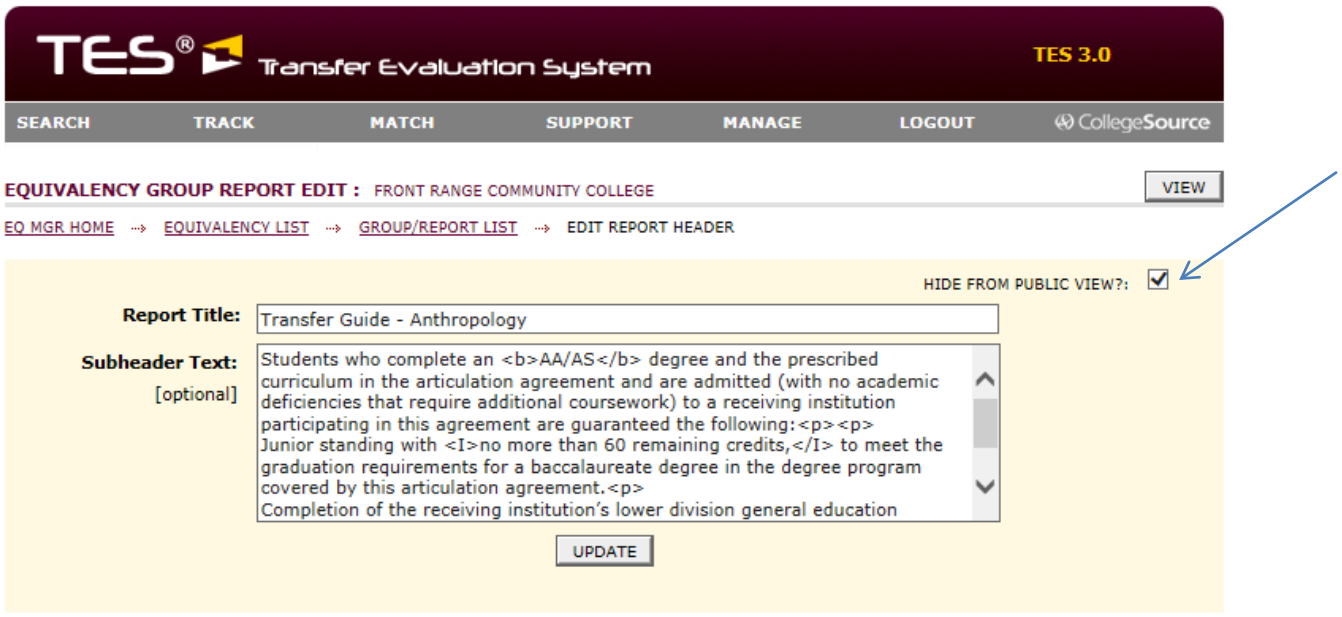
You can edit the Header with the EDIT HEADER button and edit the Groups with the EDIT GROUPS button at the top of the screen. You can also delete the list with the DELETE button.

When you are ready for the Report to be displayed in your Public View, Edit the Header and remove the checkmark from Hide from Public View and click the UPDATE button.



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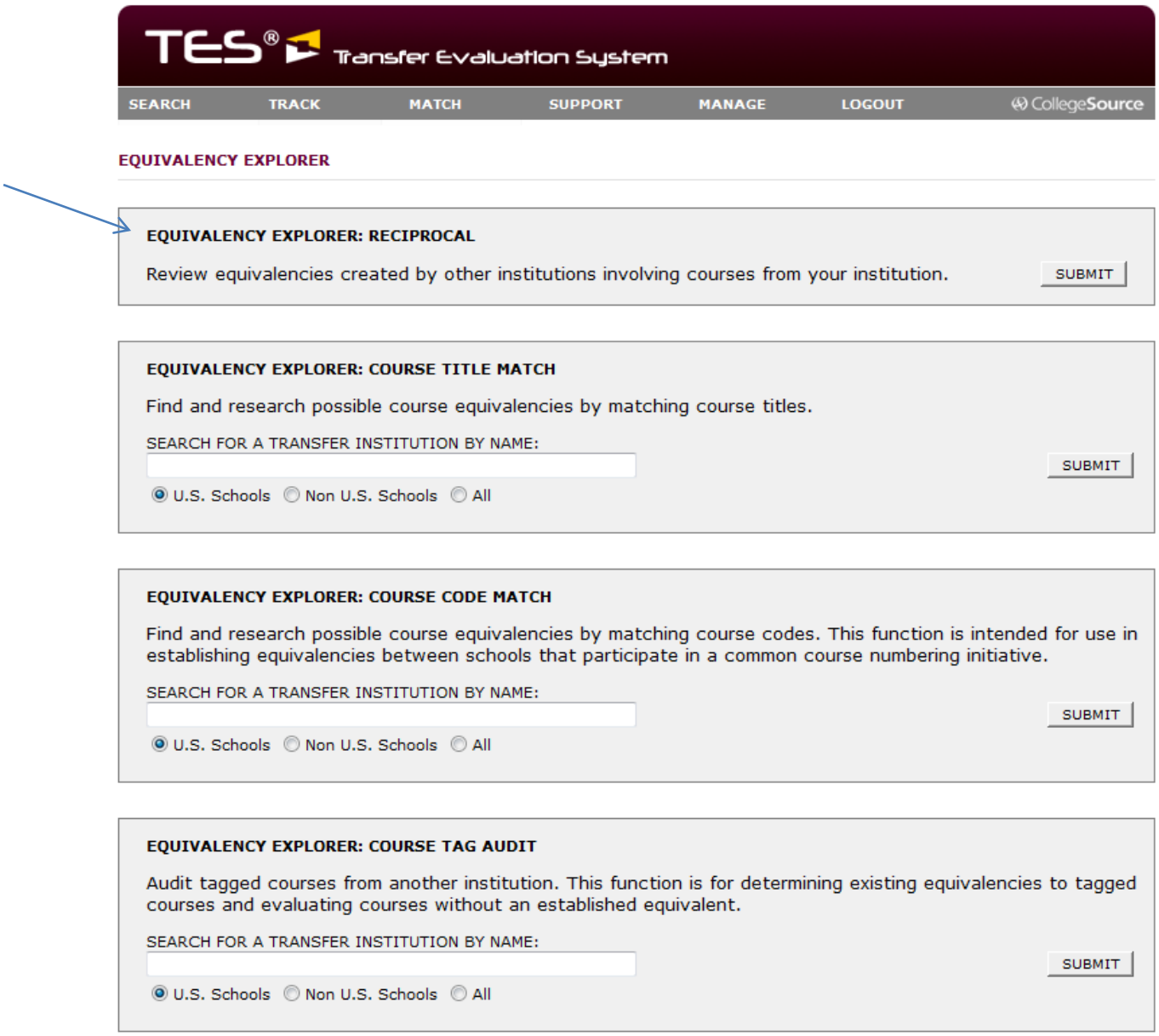
MATCH:

Equivalency Explorer

Several different reports may be run from the Equivalency Explorer. These reports provide helpful comparison reports of courses and equivalencies from other institutions.

Equivalency Explorer: Reciprocal

This report lists the equivalencies involving courses from your institution created by other institutions that have subscribed and store their equivalencies in TES®.



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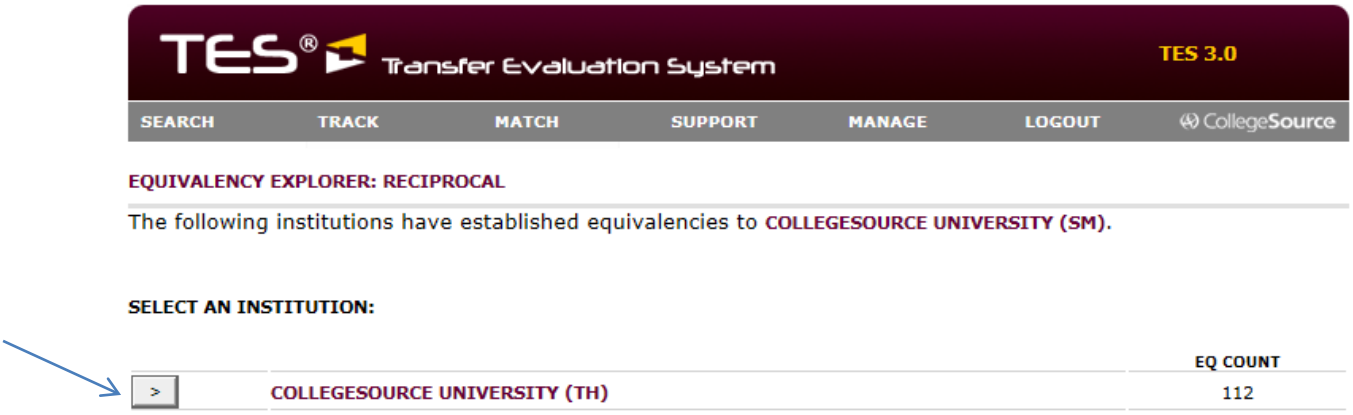
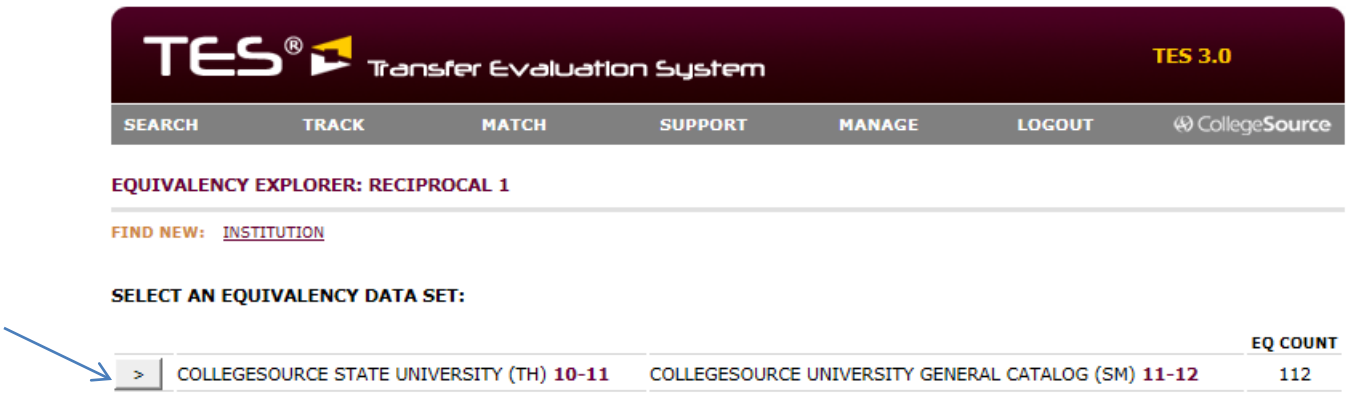
- Select the institution



- Select the Equivalency Data Set



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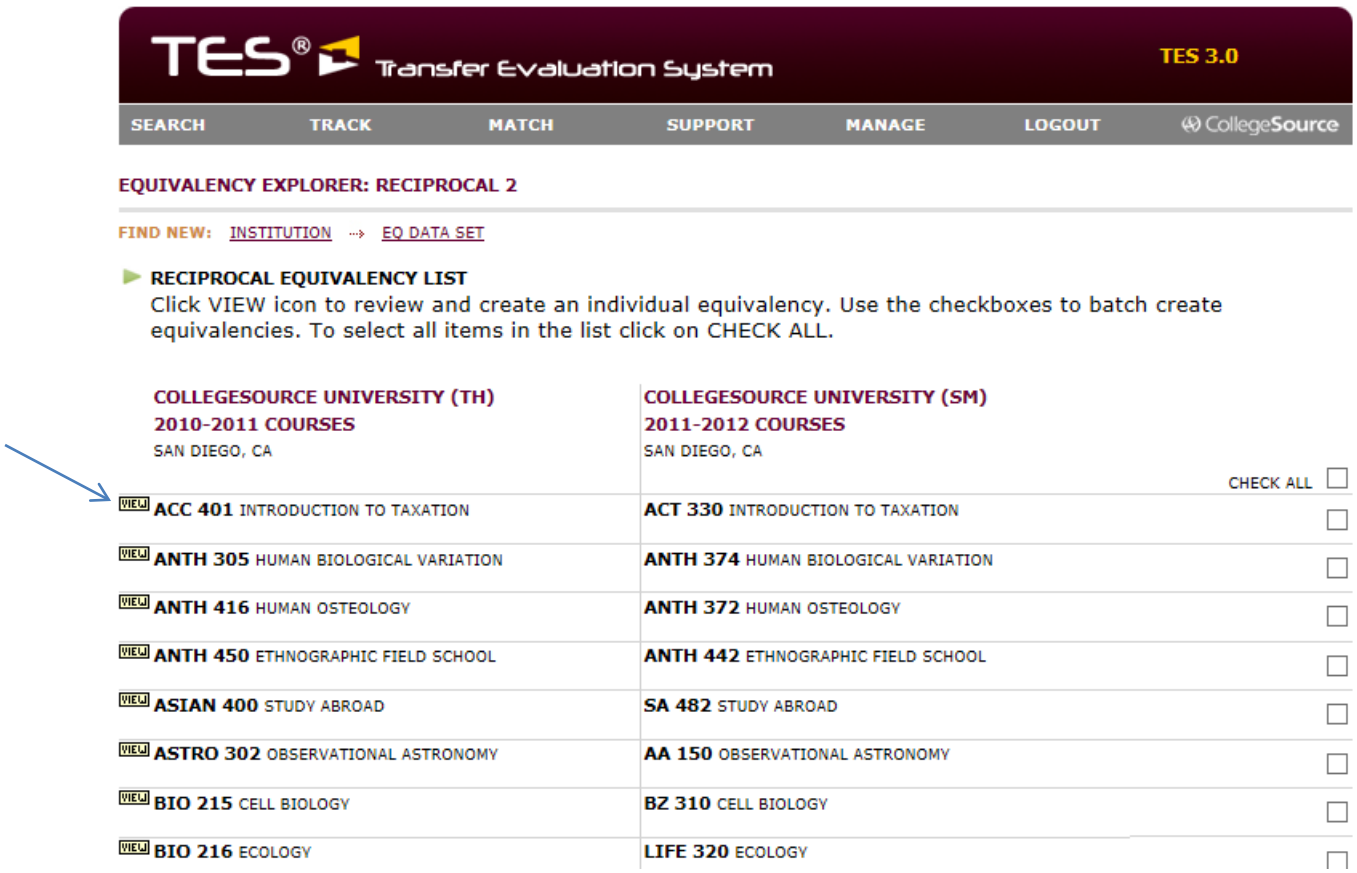
This displays any course equivalencies built by the transfer institution equivalent to courses from my institution. View course descriptions using the VIEW button.



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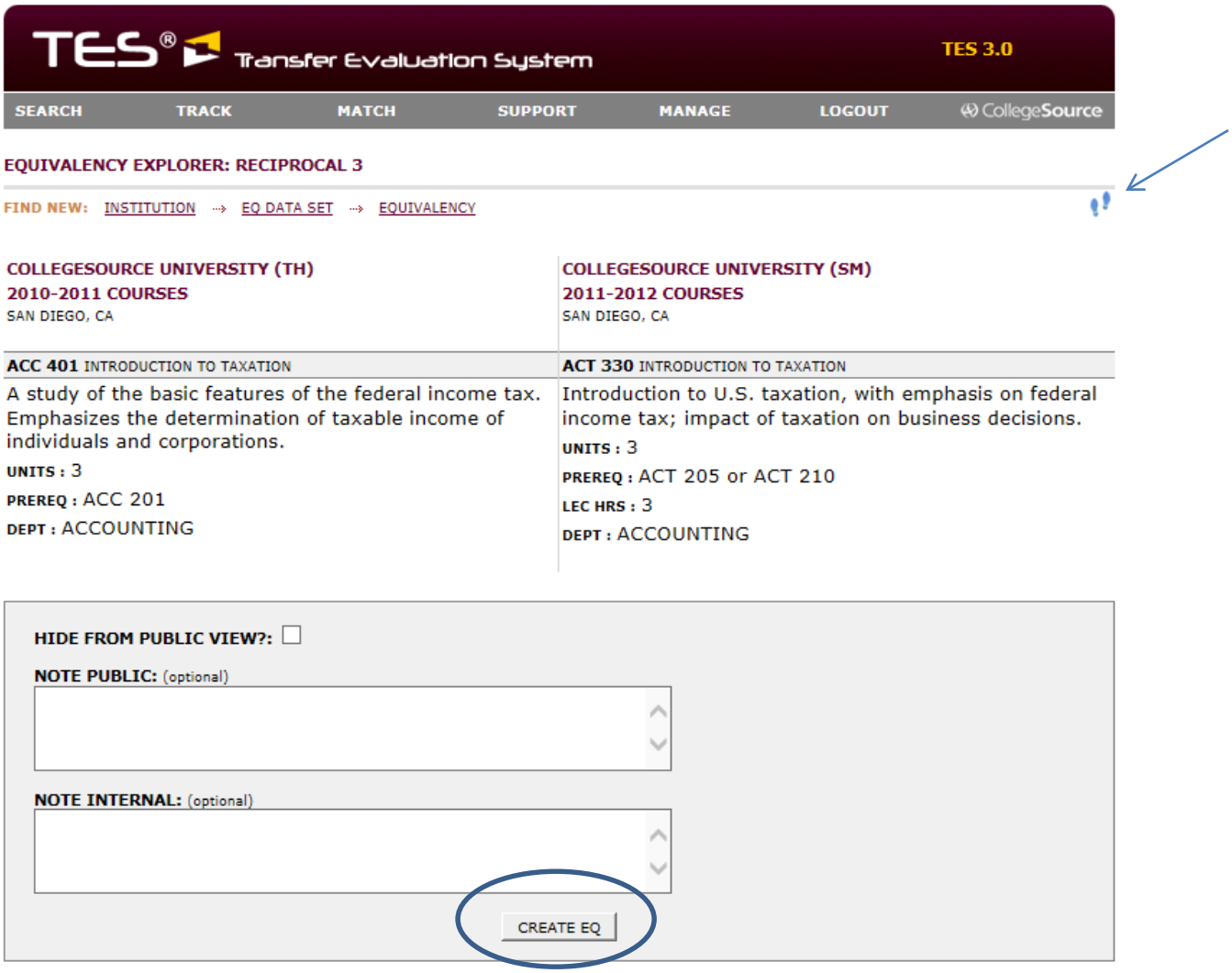
Create or route for evaluation of equivalency.



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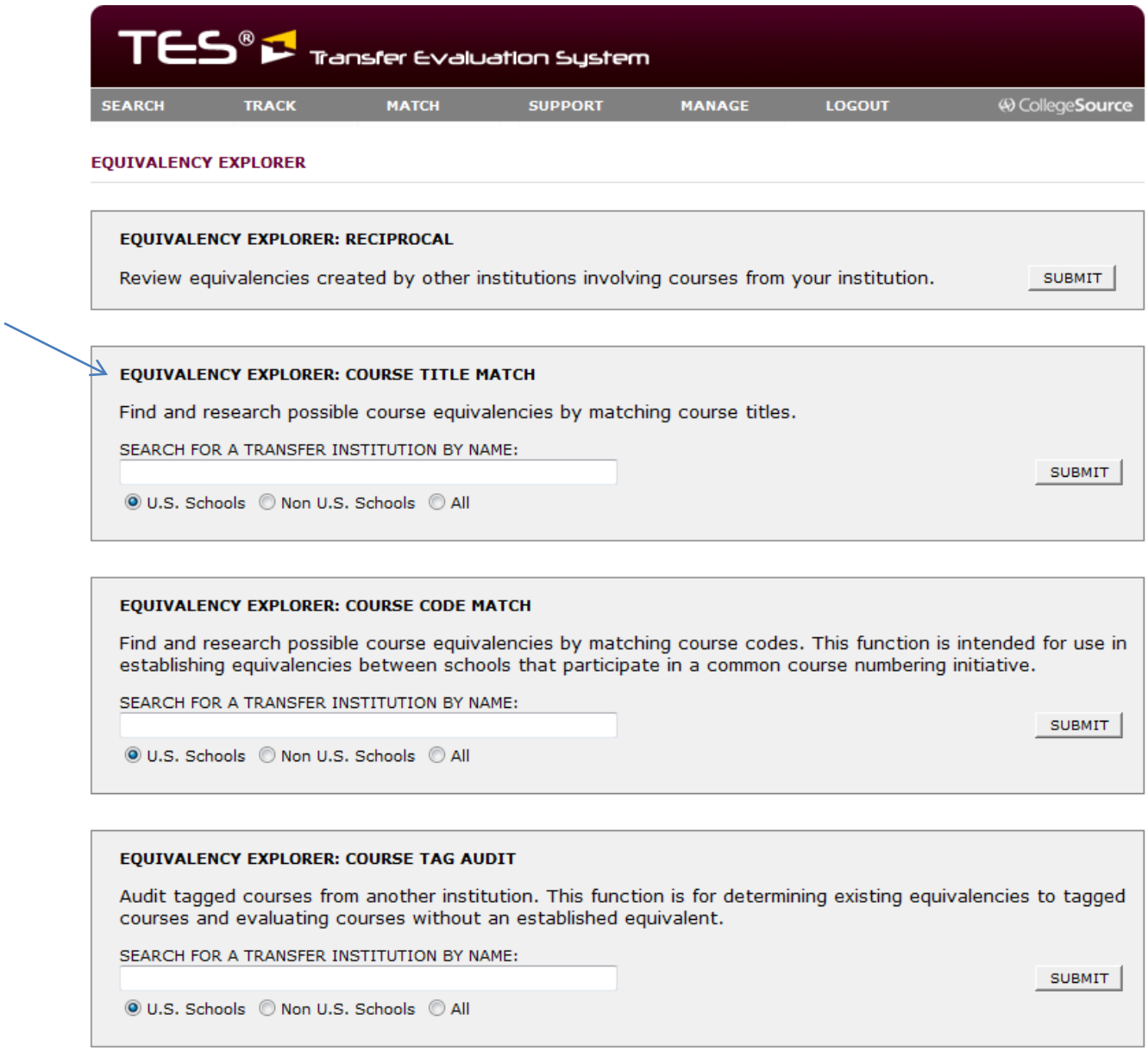
Equivalency Explorer: Course Title Match

TES® offers some tools for comparing courses at your institution to courses at another institution. The **COURSE TITLE MATCH** compares course titles and lists those with exact course title matches.



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- Select the institution.

- Select the Data Set for the transfer institution.

© 2013 CollegeSource, Inc.

- Select the appropriate Data Set for your institution.

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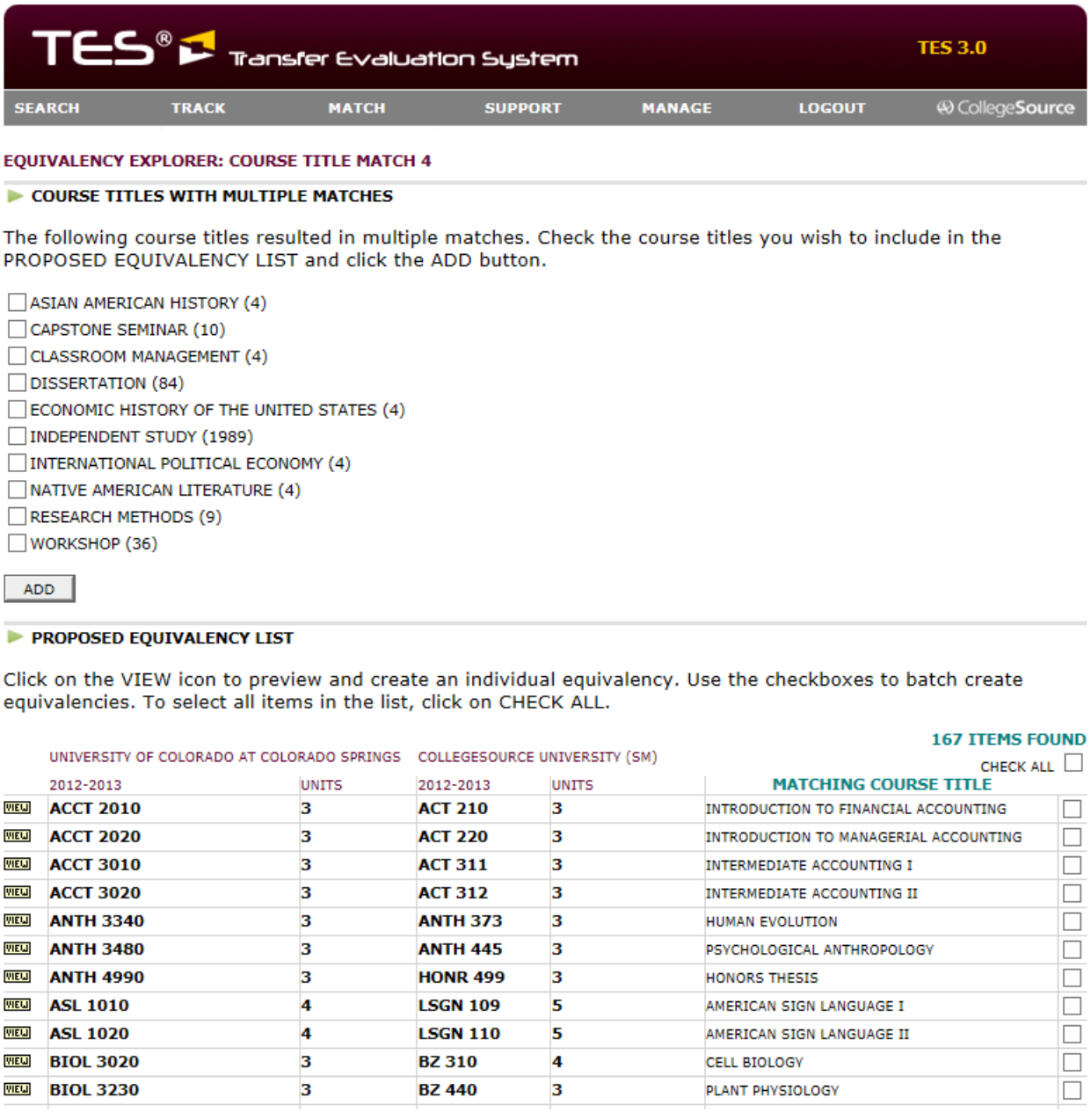
TES® filters out any course titles with multiple matches. These can be added back in by checking the box and selecting ADD. The results with exact course title matches are then displayed. Equivalencies can be built from here. Check the appropriate lines to add as an equivalent or CHECK ALL to add them all as equivalents and scroll to the bottom of the screen to submit.



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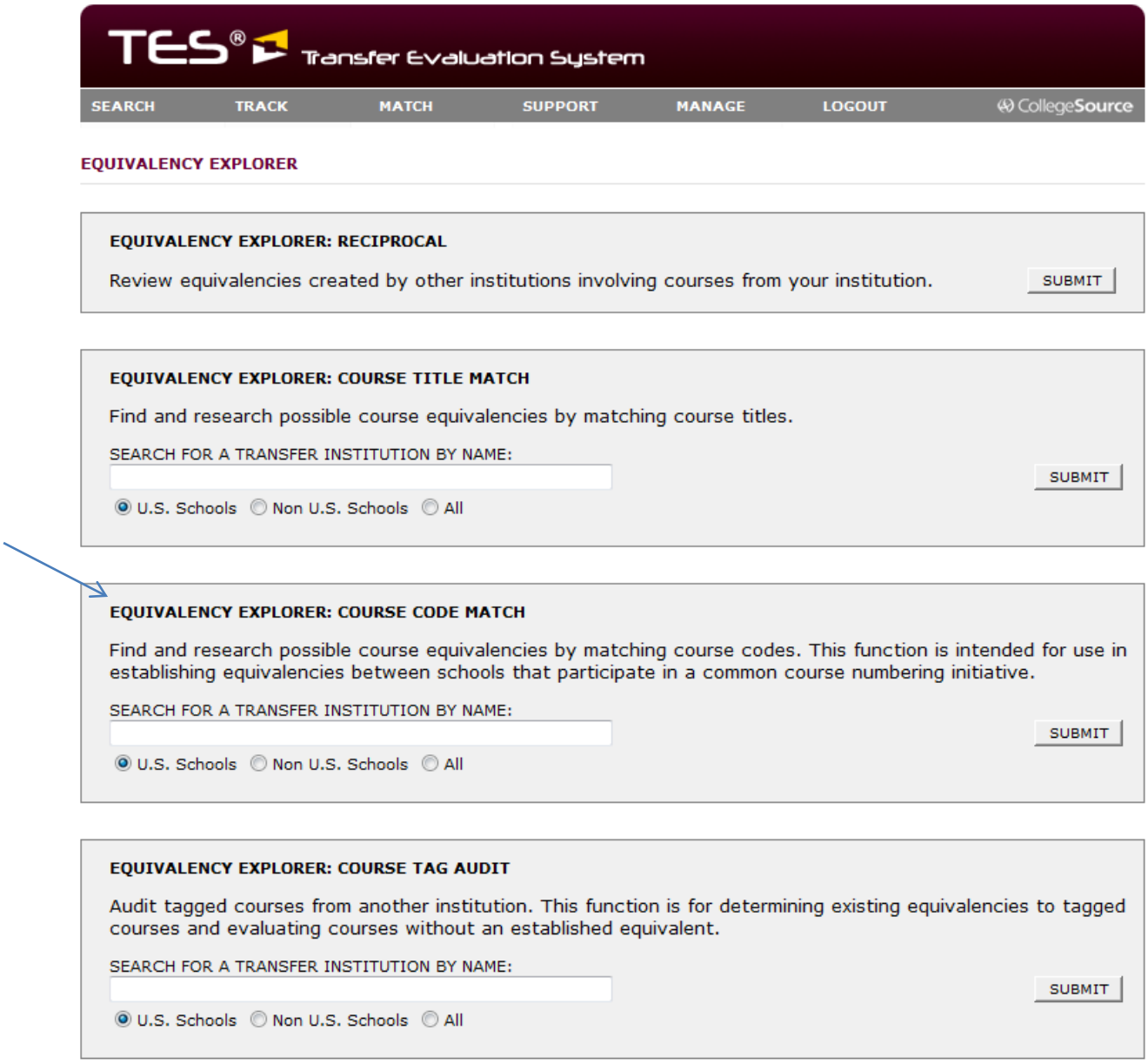
Equivalency Explorer: Course Code Match

This report is used mainly by those states that have common course numbering. It will display course code matches of courses from your institution's catalog with the courses from another institution.



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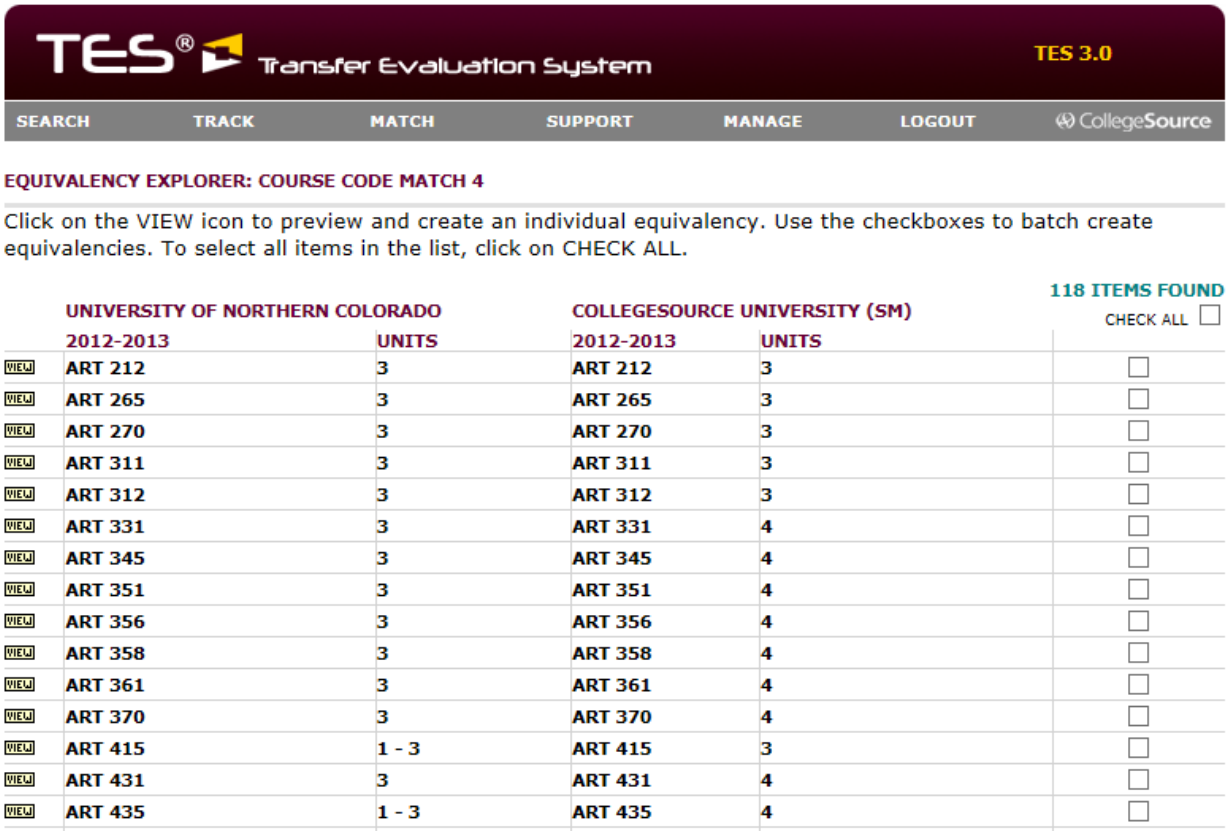
- Select the institution.
- Select the appropriate Data Set for the transfer institution
- Select the appropriate Data Set for your institution.
- Equivalencies can be built from here. Check the appropriate lines to add as an equivalent or CHECK ALL to add them all as equivalents and submit at the bottom of the page.



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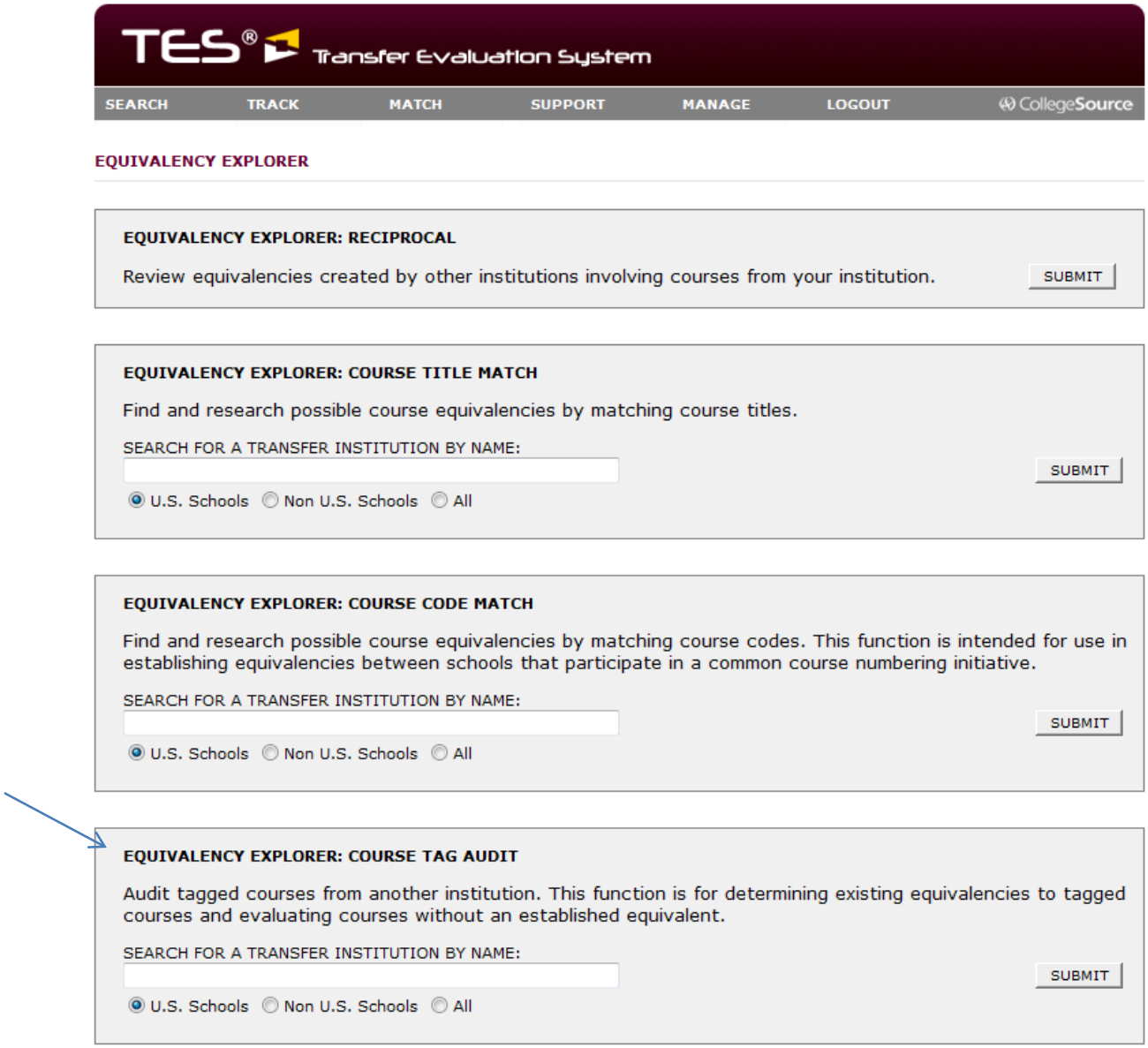
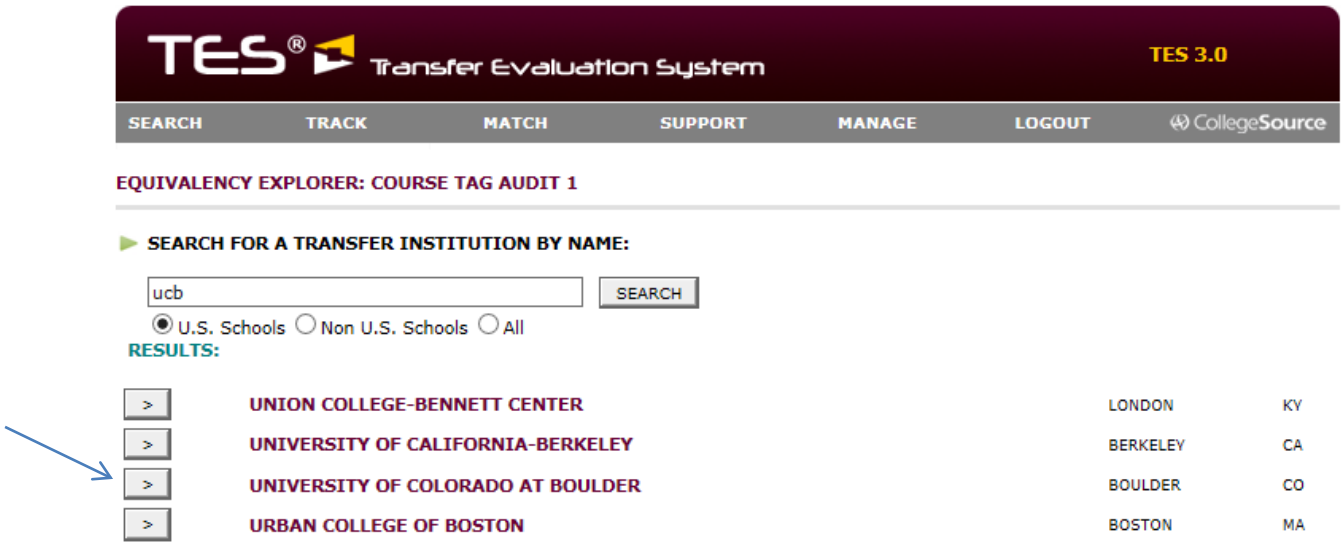
Equivalency Explorer: Course Tag Audit

This function is for use in states where coordination by general education (or other) tagging system needs to occur. The tool assembles a list of courses from an institution that has one or more associated tags. This list is then compared to a set of equivalencies.



© 2013 CollegeSource, Inc.

Enter the institution and select the appropriate entry:



Select the correct data set:

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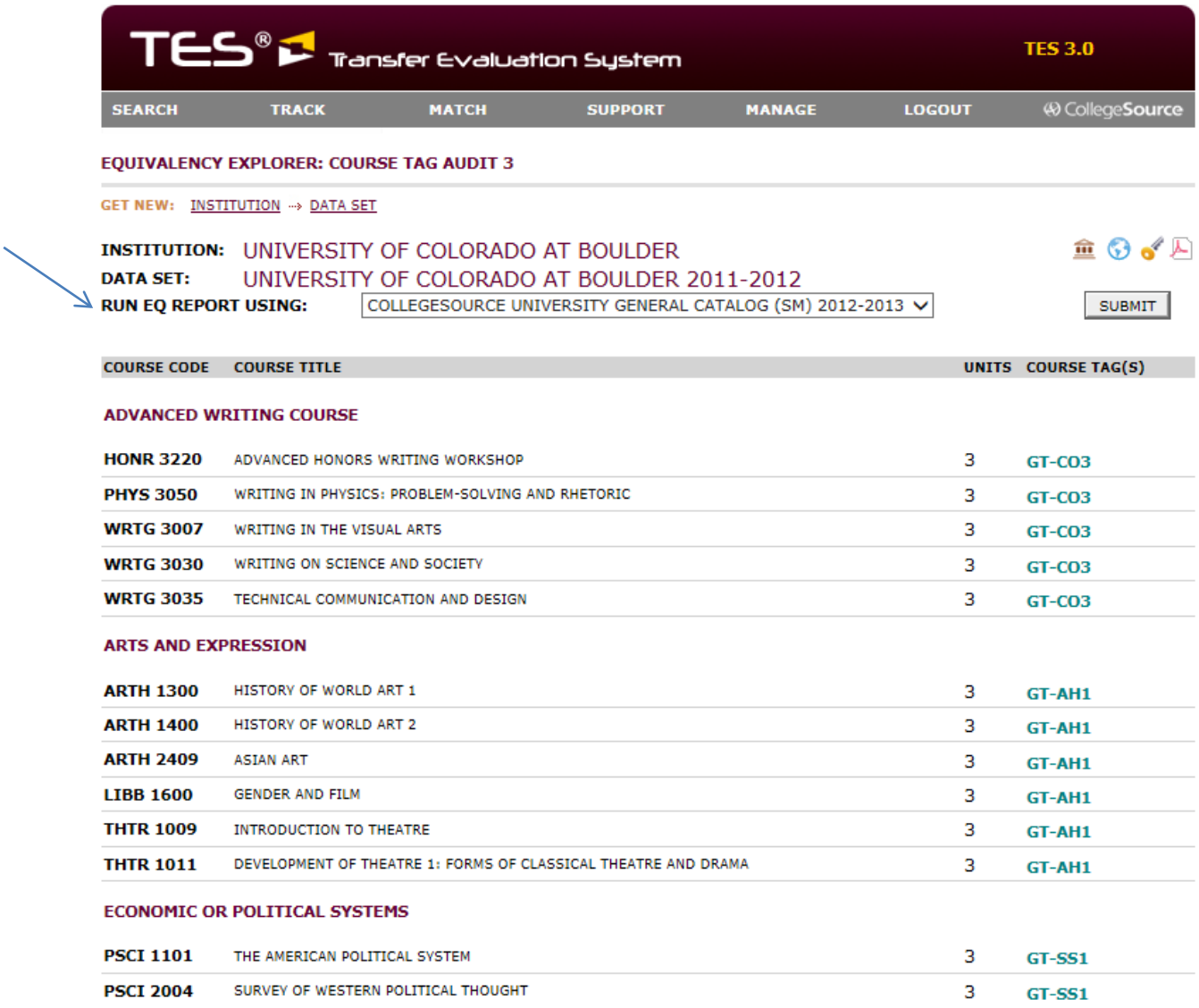
A list will be displayed with all of the Course Tags assigned in TES® for this institution.



COURSE CODE	COURSE TITLE	UNITS	COURSE TAG(S)
ADVANCED WRITING COURSE			
HONR 3220	ADVANCED HONORS WRITING WORKSHOP	3	GT-CO3
PHYS 3050	WRITING IN PHYSICS: PROBLEM-SOLVING AND RHETORIC	3	GT-CO3
WRTG 3007	WRITING IN THE VISUAL ARTS	3	GT-CO3
WRTG 3030	WRITING ON SCIENCE AND SOCIETY	3	GT-CO3
WRTG 3035	TECHNICAL COMMUNICATION AND DESIGN	3	GT-CO3
ARTS AND EXPRESSION			
ARTH 1300	HISTORY OF WORLD ART 1	3	GT-AH1
ARTH 1400	HISTORY OF WORLD ART 2	3	GT-AH1
ARTH 2409	ASIAN ART	3	GT-AH1
LIBB 1600	GENDER AND FILM	3	GT-AH1
THTR 1009	INTRODUCTION TO THEATRE	3	GT-AH1
THTR 1011	DEVELOPMENT OF THEATRE 1: FORMS OF CLASSICAL THEATRE AND DRAMA	3	GT-AH1
ECONOMIC OR POLITICAL SYSTEMS			
PSCI 1101	THE AMERICAN POLITICAL SYSTEM	3	GT-SS1
PSCI 2004	SURVEY OF WESTERN POLITICAL THOUGHT	3	GT-SS1

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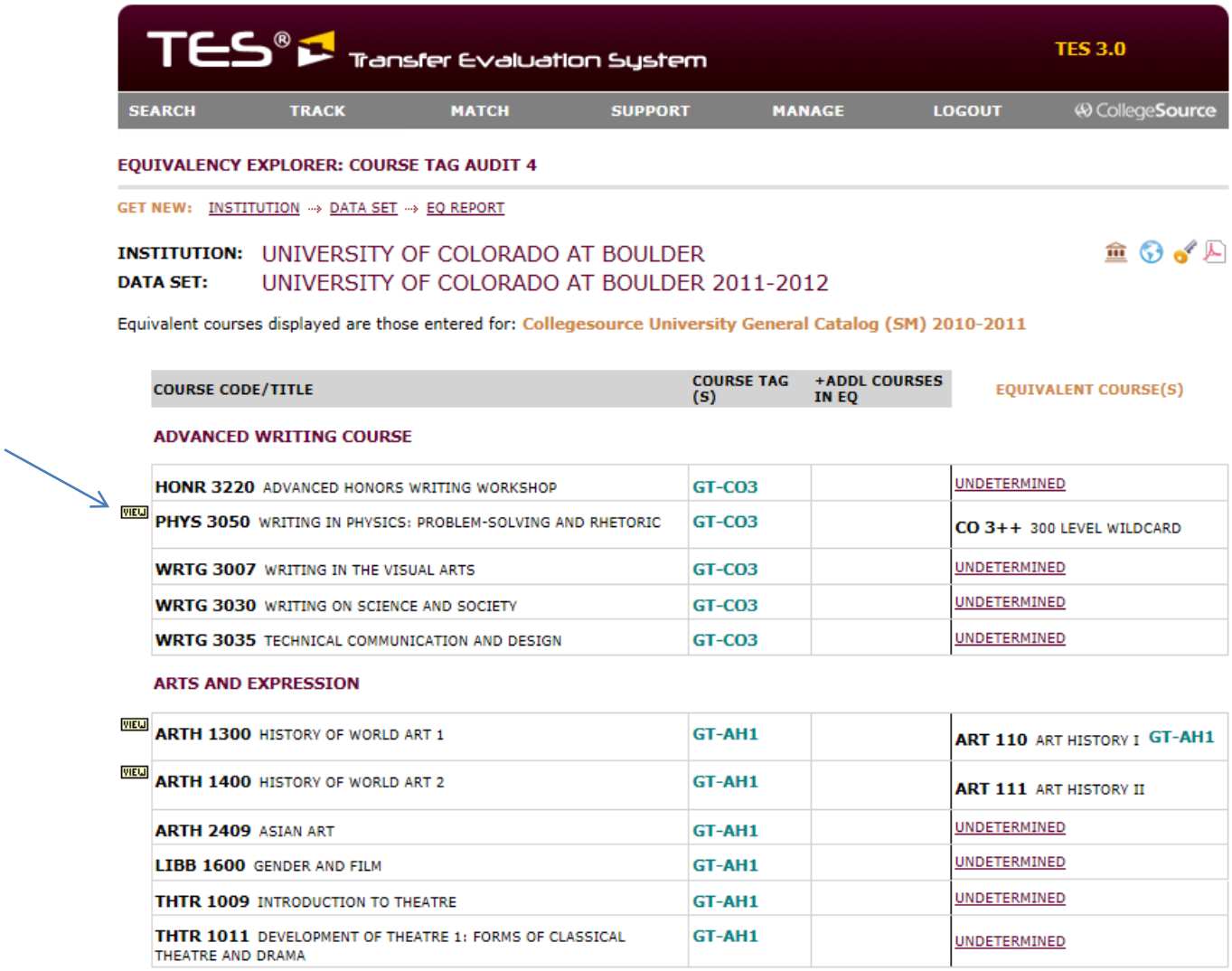
Select the Catalog data set for your institution under **RUN EQ REPORT USING:**

- Where equivalencies exist, you will see the matching course and tags. If you want to see details, click on the VIEW button to the left of each line.



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EQUIVALENCY EXPLORER: COURSE TAG AUDIT 5

UNIVERSITY OF COLORADO AT BOULDER 2011-2012 COURSES BOULDER, CO	COLLEGESOURCE UNIVERSITY (SM) 2010-2011 COURSES SAN DIEGO, CA
PHYS 3050 WRITING IN PHYSICS: PROBLEM-SOLVING AND RHETORIC	**CO 3++** 300 LEVEL WILDCARD
Teaches strategies used in scientific writing with an emphasis on argument, reviews and reinforces essential writing skills, provides experience in writing both academic and professional communications in a style appropriate to the literature of physics. Approved for arts and sciences core curriculum: written communication. **UNITS :** 3 **PREREQ :** PHYS 2130 or 2170 and lower-division core writing requirement **DEPT :** PHYSICS **COURSE TAG(S):** GT-CO3	This course has been evaluated for elective credit awarded in transfer at Colorado State Univeristy, or this course is awarded to the extra credit when a course transfers as an equivalent Colorado State University course that is fewer credits. This credit is used towards the total credit awarded in transfer but this course does not meet any degree applicable requirement. The credit is used towards upper division credit university requirements. **UNITS :** **DEPT :** COMPOSITION

NOTE PUBLIC : none
NOTE INTERNAL : none

CREATOR : Jackson, Shelly
TITLE : TES Administrator
EMAIL : shelly@collegesource.com
DATE : 9/10/2012 1:04:41 PM

BACK TO REPORT

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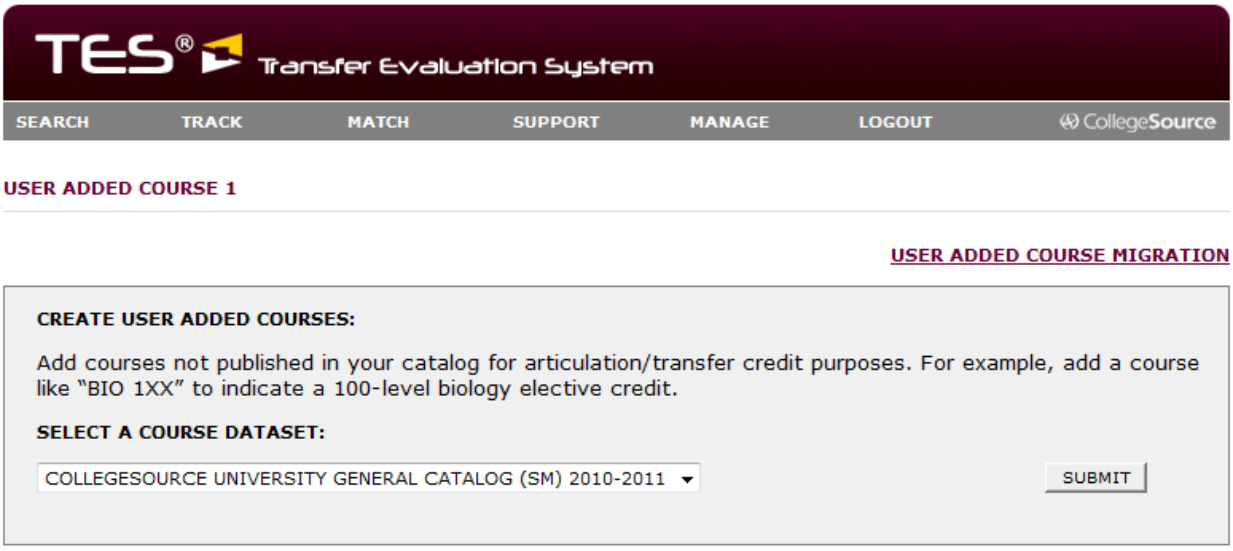
- Where equivalencies DO NOT exist, you will see a link labeled "Undetermined." This link will hook you back into the Course Finder utility and begin the process of a new evaluation.

MATCH:

User Added Courses

Administrators and those users with Equivalency Manager Rights may create department prefixes and course numbers not in your catalog. These can be used as "wildcards" or "electives" for courses that transfer but there is not a direct equivalent, to award the additional credit to a course from the sending institution that is more credits than your institution's course, etc.

- Choose your Dataset.



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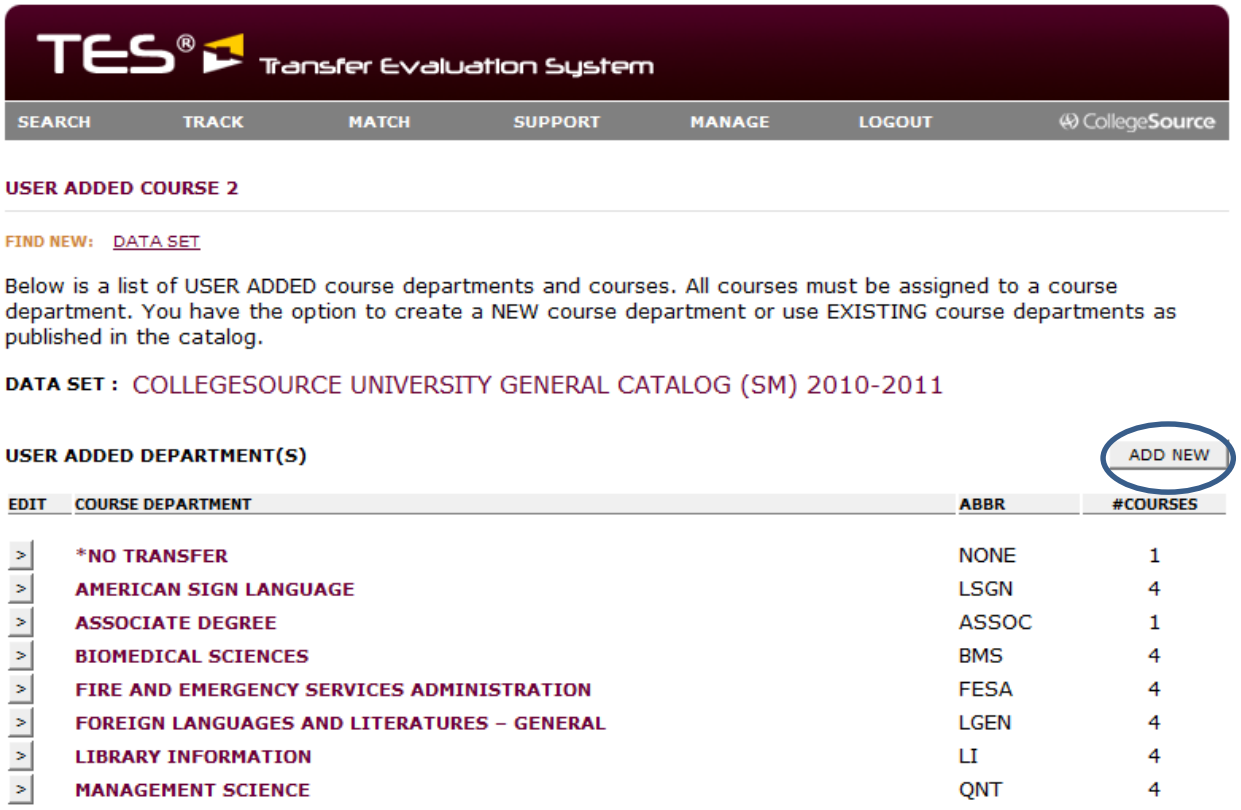
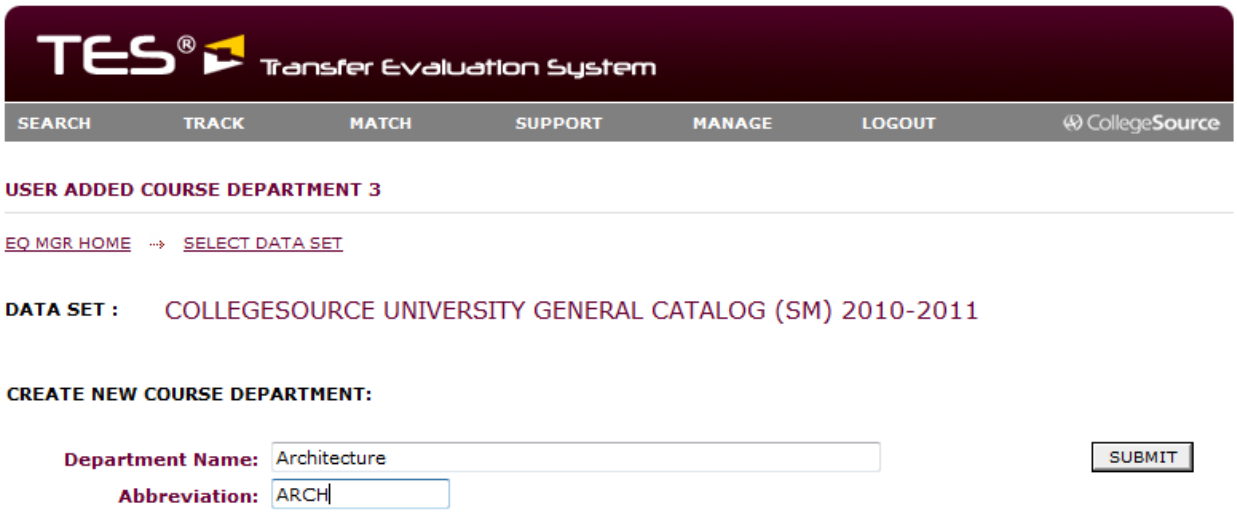
USER ADDED DEPARTMENT(S): ADD NEW



- Add the Department Name and Abbreviation and SUBMIT .



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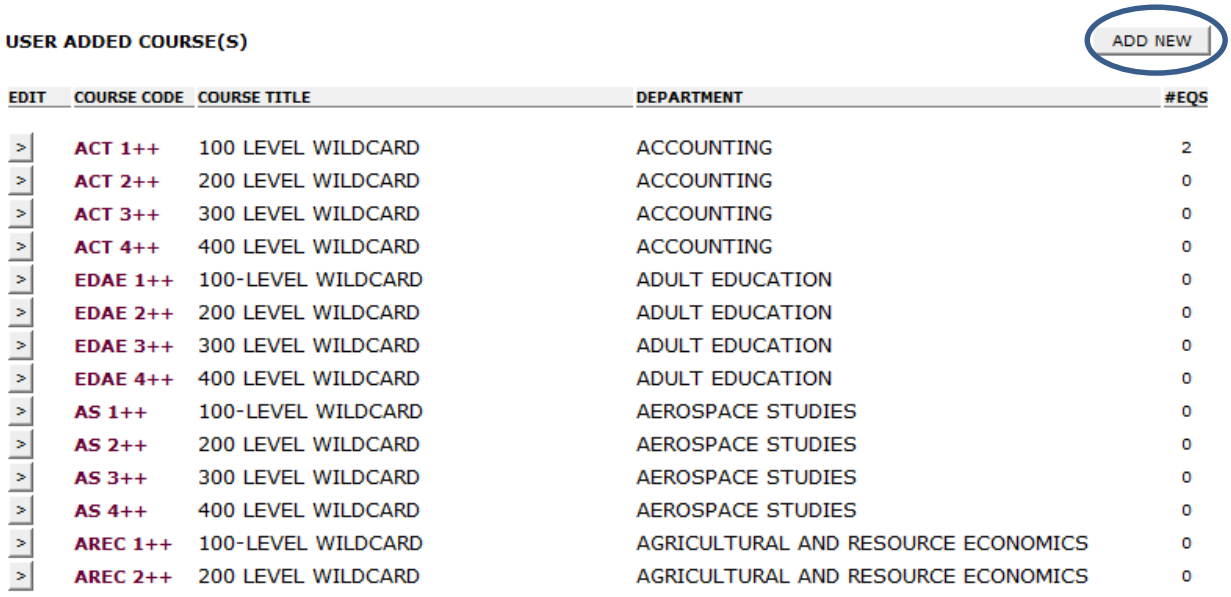
Now that the department is built, add the courses by selecting the ADD NEW button:

USER ADDED COURSE(S): ADD NEW:



USER ADDED COURSE(S)

ADD NEW

EDIT	COURSE CODE	COURSE TITLE	DEPARTMENT	#EQS
>	ACT 1++	100 LEVEL WILDCARD	ACCOUNTING	2
>	ACT 2++	200 LEVEL WILDCARD	ACCOUNTING	0
>	ACT 3++	300 LEVEL WILDCARD	ACCOUNTING	0
>	ACT 4++	400 LEVEL WILDCARD	ACCOUNTING	0
>	EDAE 1++	100-LEVEL WILDCARD	ADULT EDUCATION	0
>	EDAE 2++	200 LEVEL WILDCARD	ADULT EDUCATION	0
>	EDAE 3++	300 LEVEL WILDCARD	ADULT EDUCATION	0
>	EDAE 4++	400 LEVEL WILDCARD	ADULT EDUCATION	0
>	AS 1++	100-LEVEL WILDCARD	AEROSPACE STUDIES	0
>	AS 2++	200 LEVEL WILDCARD	AEROSPACE STUDIES	0
>	AS 3++	300 LEVEL WILDCARD	AEROSPACE STUDIES	0
>	AS 4++	400 LEVEL WILDCARD	AEROSPACE STUDIES	0
>	AREC 1++	100-LEVEL WILDCARD	AGRICULTURAL AND RESOURCE ECONOMICS	0
>	AREC 2++	200 LEVEL WILDCARD	AGRICULTURAL AND RESOURCE ECONOMICS	0

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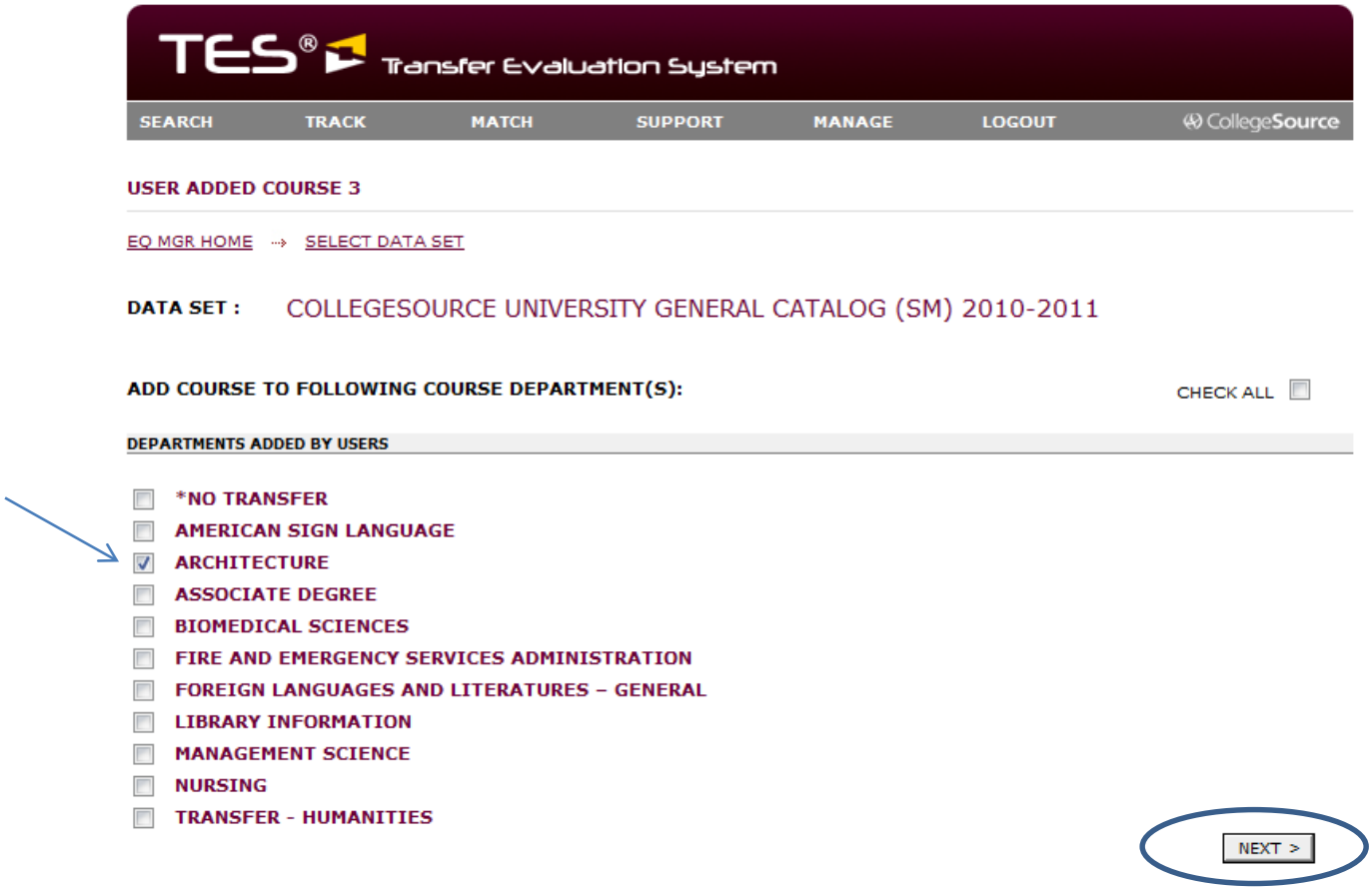
- Check the appropriate Department box.
- Select NEXT > .



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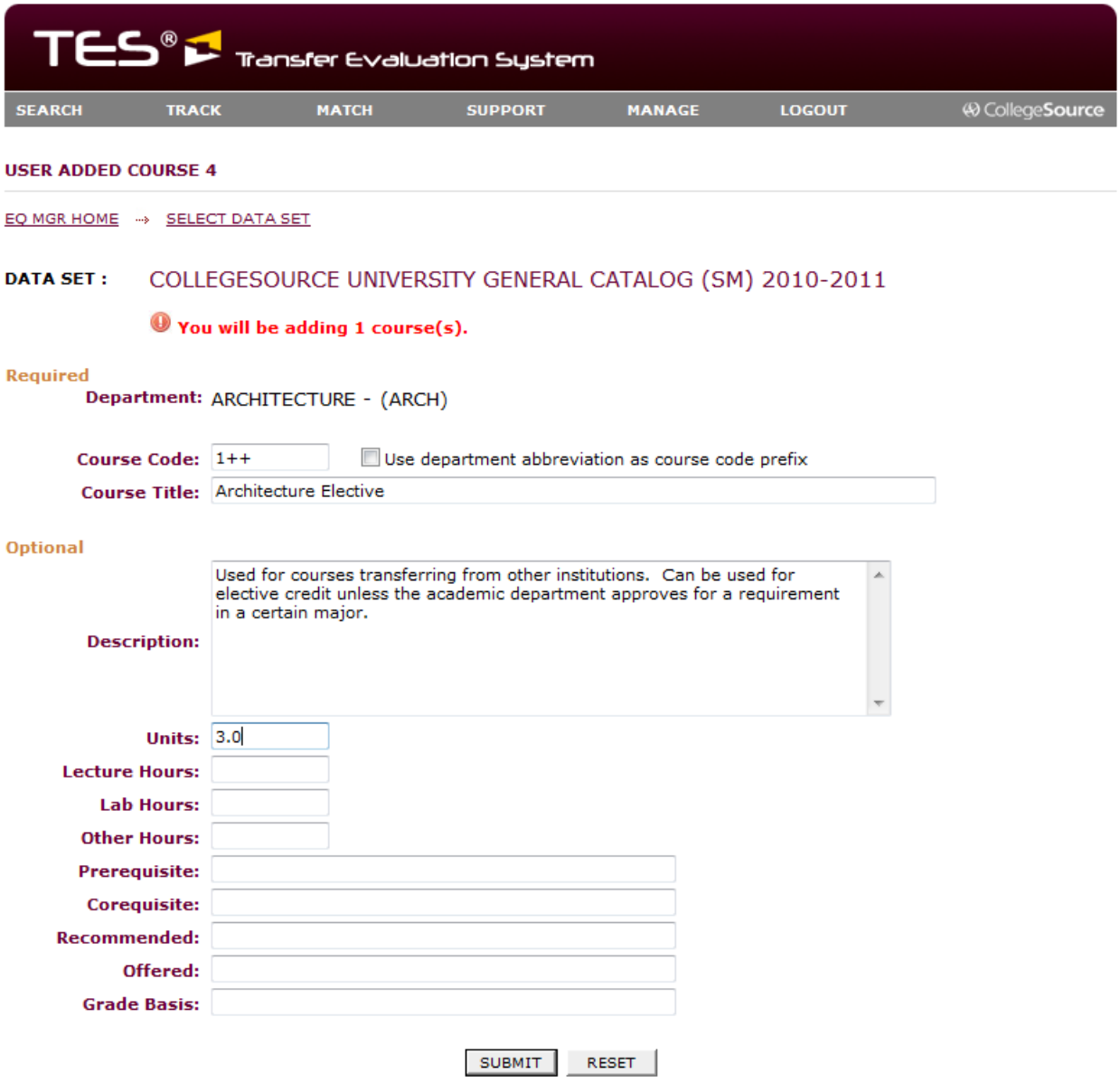
- Add the desired fields. A detailed description may be listed with these added courses.
- SUBMIT .



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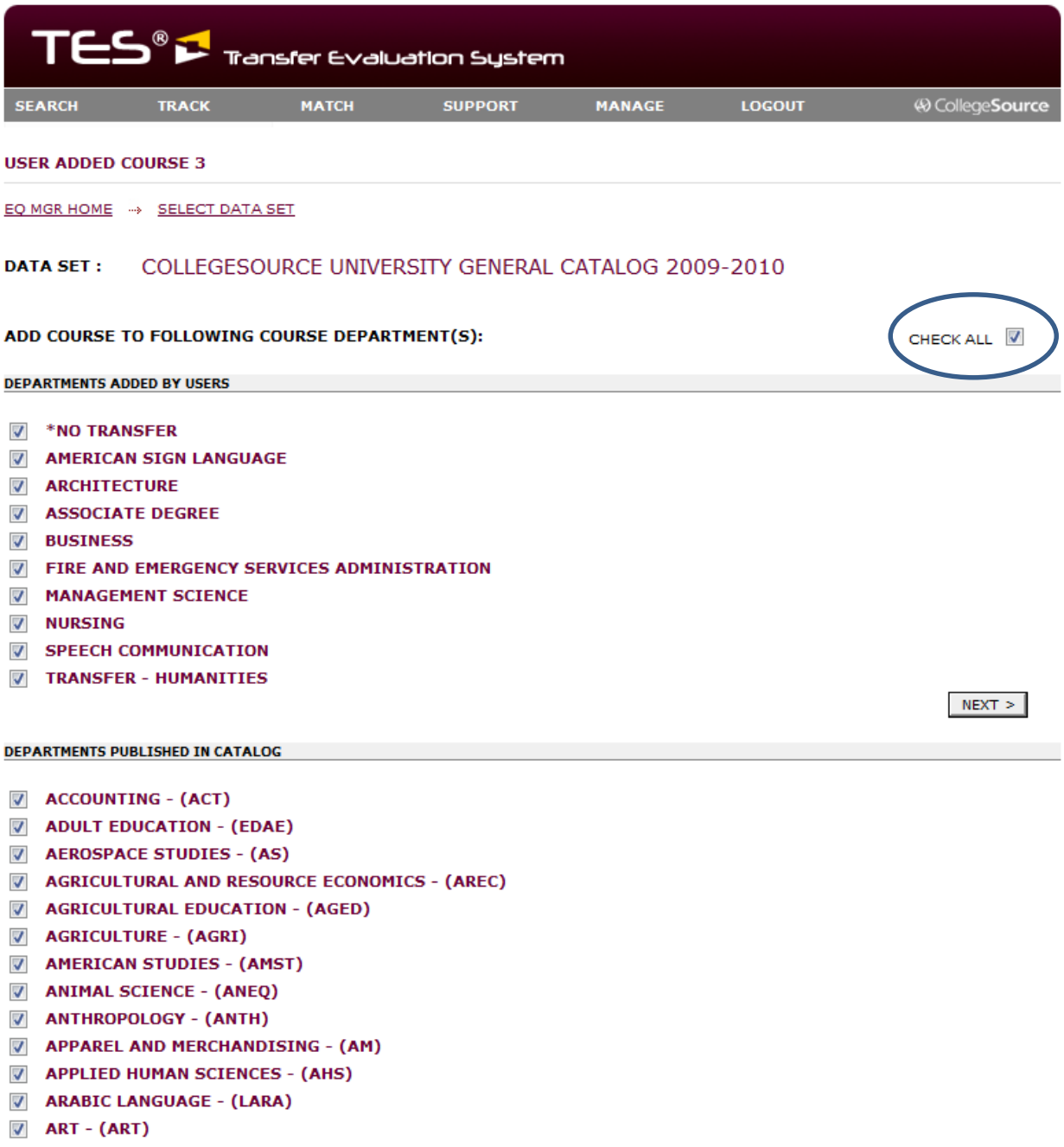
You may add the User Added Courses to all of your departments in your catalog and the ones that you have added all at once, once for each level (100, 200, 300, 400).

- Check the CHECK ALL ☑ box and NEXT > .



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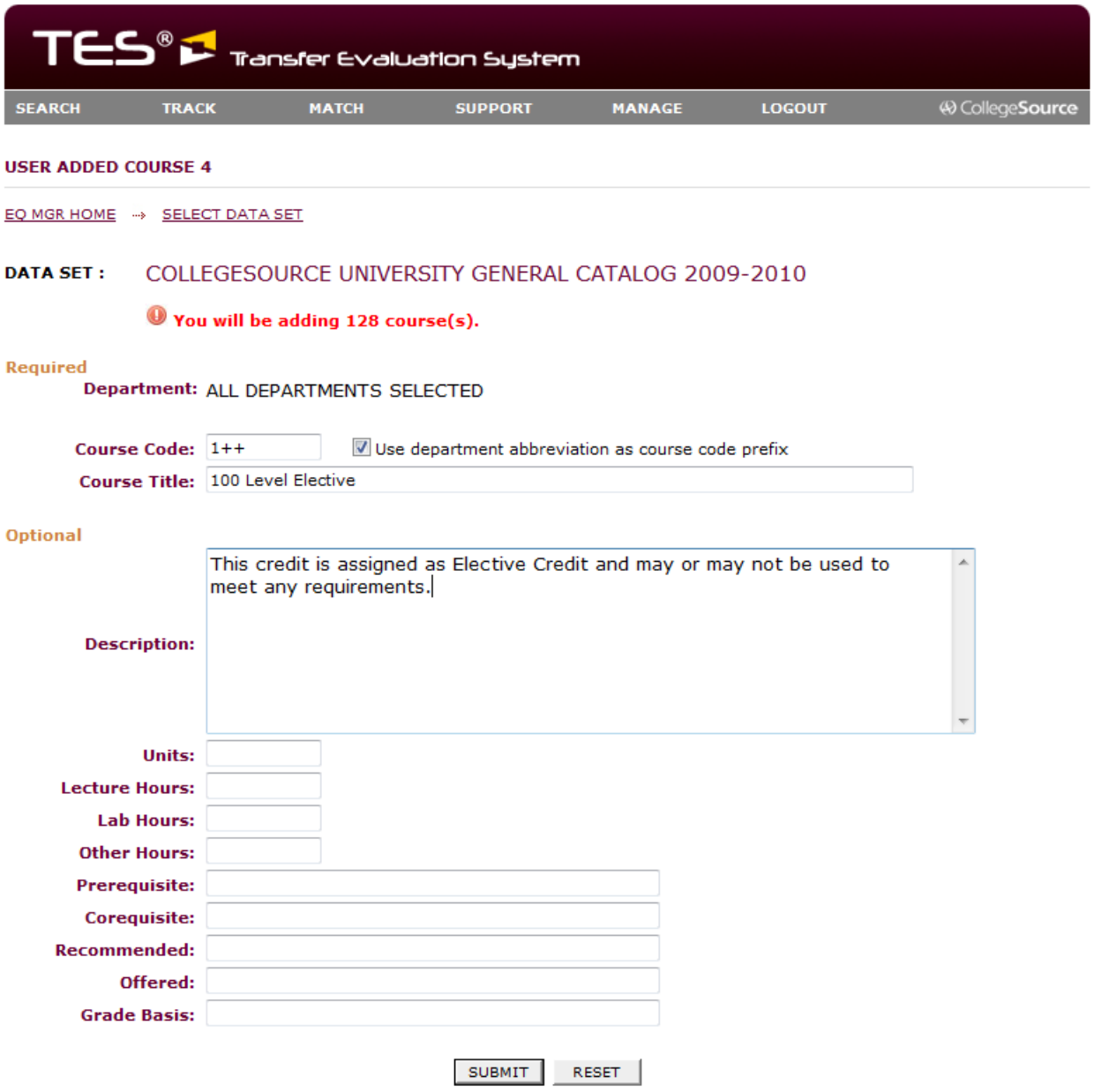
- Type in the desired information and SUBMIT. This creates the 100 Level for all the departments. Now repeat for 200 and so on.



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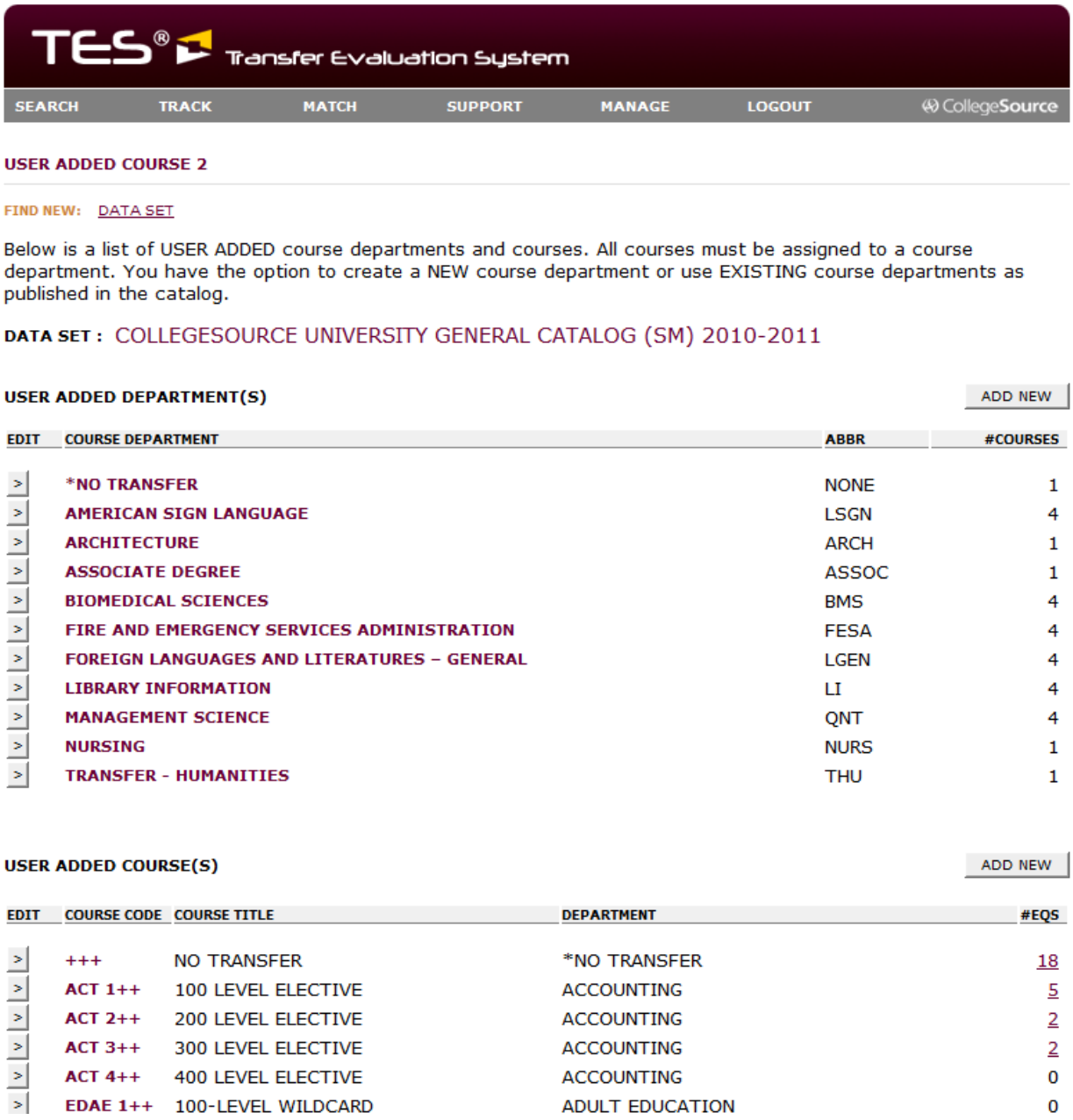
To find equivalencies that are attached to your User Added Course, click the #EQS link and the institutions with equivalencies tied to these courses will be displayed. Remember, these User Added Courses were added to an equivalency by selecting a dataset. To see the courses attached, you need to view each dataset.



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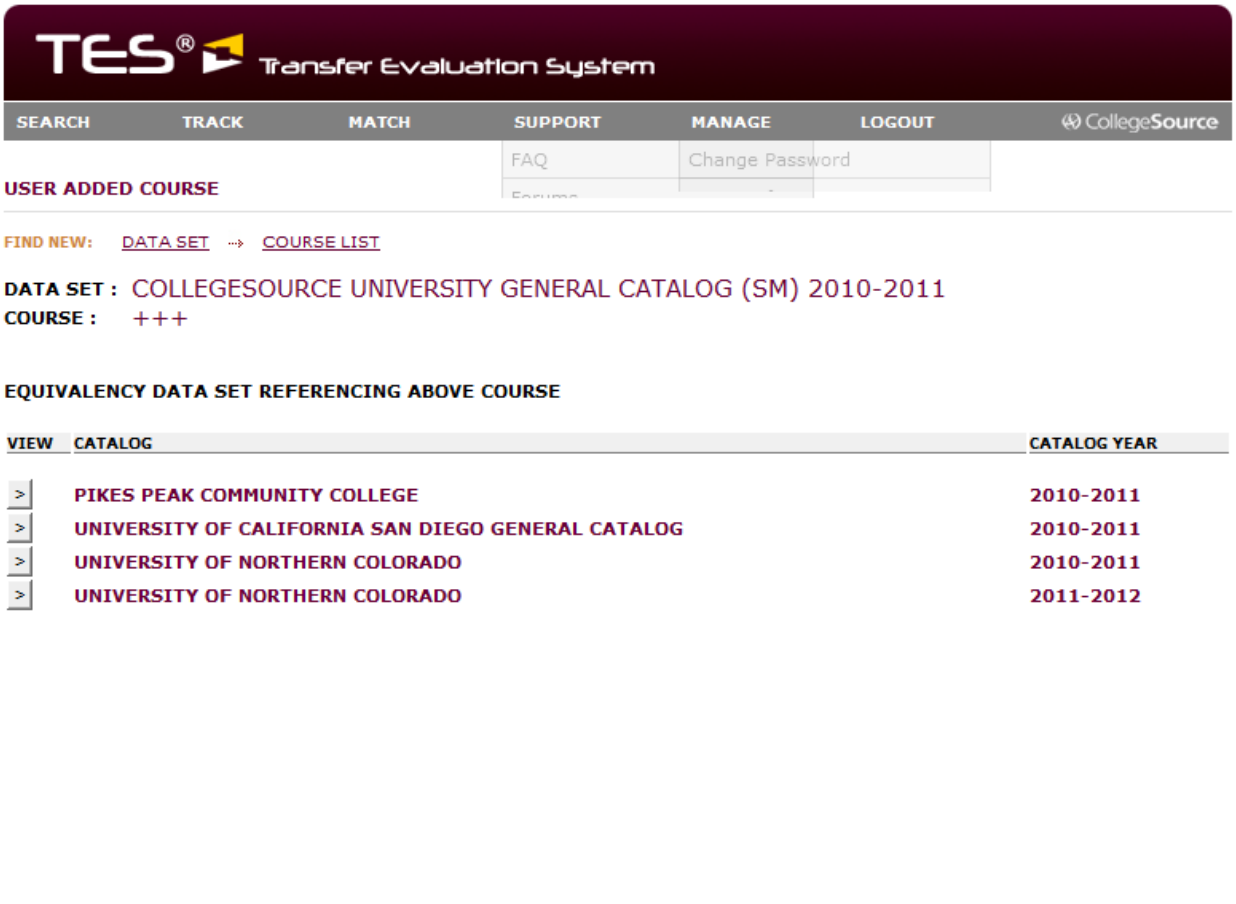

MATCH:

Course Tags & Outlines

- Select your **DATA SET**.

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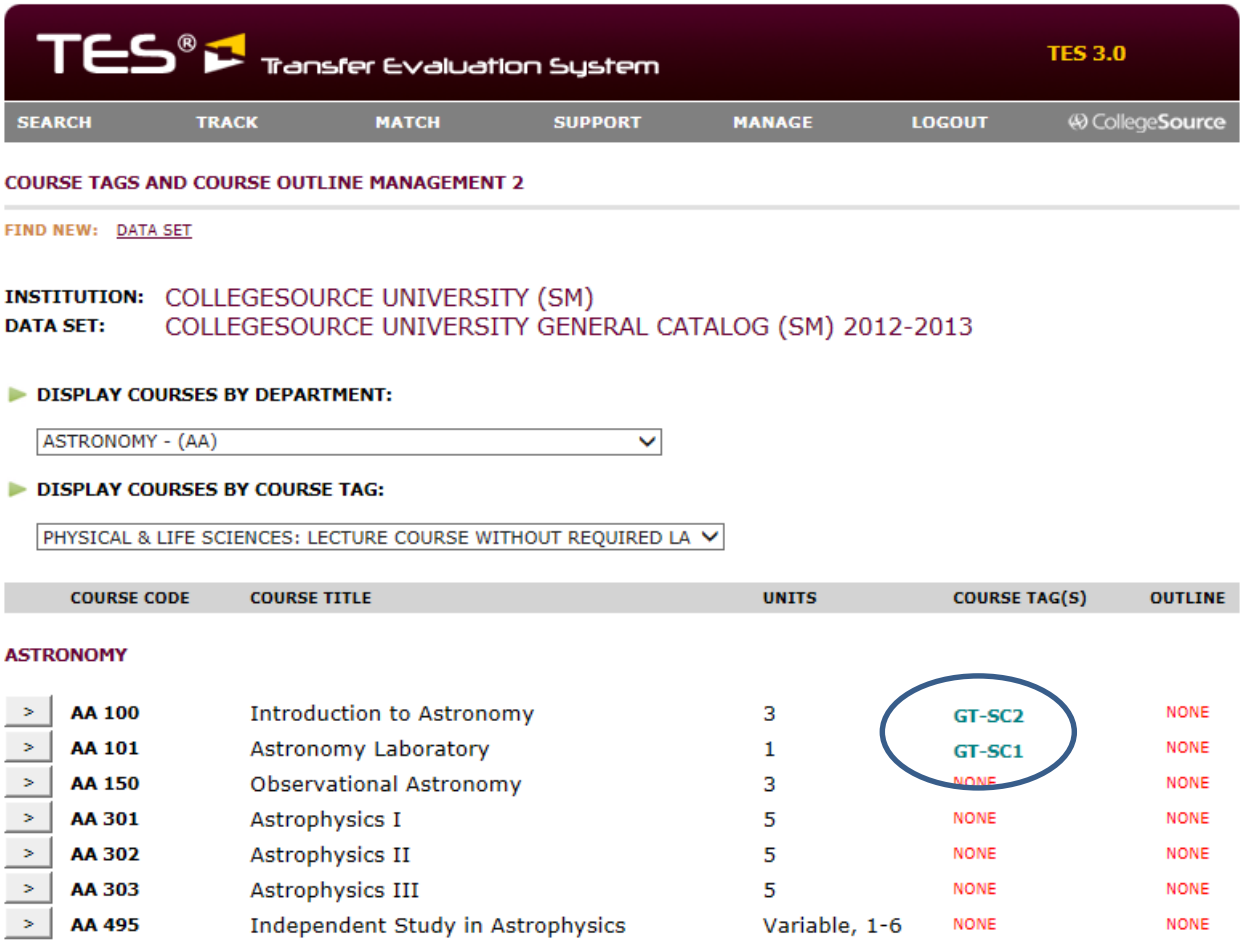
Course Tags

Course Tags are to be used when there are state approved codes corresponding to courses from the state's institutions. Talk to staff at CollegeSource if your state has codes that you would like to be added to TES®. An example of the tags added to courses is shown below. Administrators have rights to attach these tags to courses from your institution.



Once these codes are added to TES®, you can then attach the code to your courses. Select the appropriate course tag and SUBMIT .

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INSTITUTION: COLLEGESOURCE UNIVERSITY (SM)
DATA SET: COLLEGESOURCE UNIVERSITY GENERAL CATALOG (SM) 2012-2013

ART 100 INTRODUCTION TO THE VISUAL ARTS
Exploration of the development of visual arts. (GT-AH1, AUCC 3B).
UNITS: 3
LECTURE HOURS: 3
LAB HOURS: 0
OFFERED: Fall Semester, Spring Semester, Summer Session
DEPARTMENT: ART

Use the following form to add/update course tags and course outlines. Click SUBMIT to post changes. Click BACK to return to the previous course list.

ASSIGN COURSE TAG(S):

☐ Advanced Writing Course	GT-CO3
☑ Arts and Expression	GT-AH1
☐ Economic or Political Systems	GT-SS1
☐ Foreign Languages	GT-AH4
☐ Geography	GT-SS2
☐ History	GT-HI1
☐ Human Behavior, Culture, or Social Frameworks	GT-SS3
☐ Intermediate Writing Course	GT-CO2
☐ Intro. Writing Course	GT-CO1
☐ Literature and Humanities	GT-AH2
☐ Mathematics	GT-MA1
☐ Physical & Life Sciences: Course with required laboratory	GT-SC1
☐ Physical & Life Sciences: Lecture course without required laboratory	GT-SC2
☐ Ways of Thinking	GT-AH3

UPLOAD COURSE OUTLINE: Browse...
(**PDF ONLY** : 200K MAX FILE SIZE)

SUBMIT BACK

The Course Tag will then be displayed within the course description for all TES clients to view:

ART 100 INTRODUCTION TO THE VISUAL ARTS
Exploration of the development of visual arts. (GT-AH1, AUCC 3B).
UNITS: 3
LECTURE HOURS: 3
LAB HOURS: 0
OFFERED: Fall Semester, Spring Semester, Summer Session
DEPARTMENT: ART
COURSE TAG(S): GT-AH1

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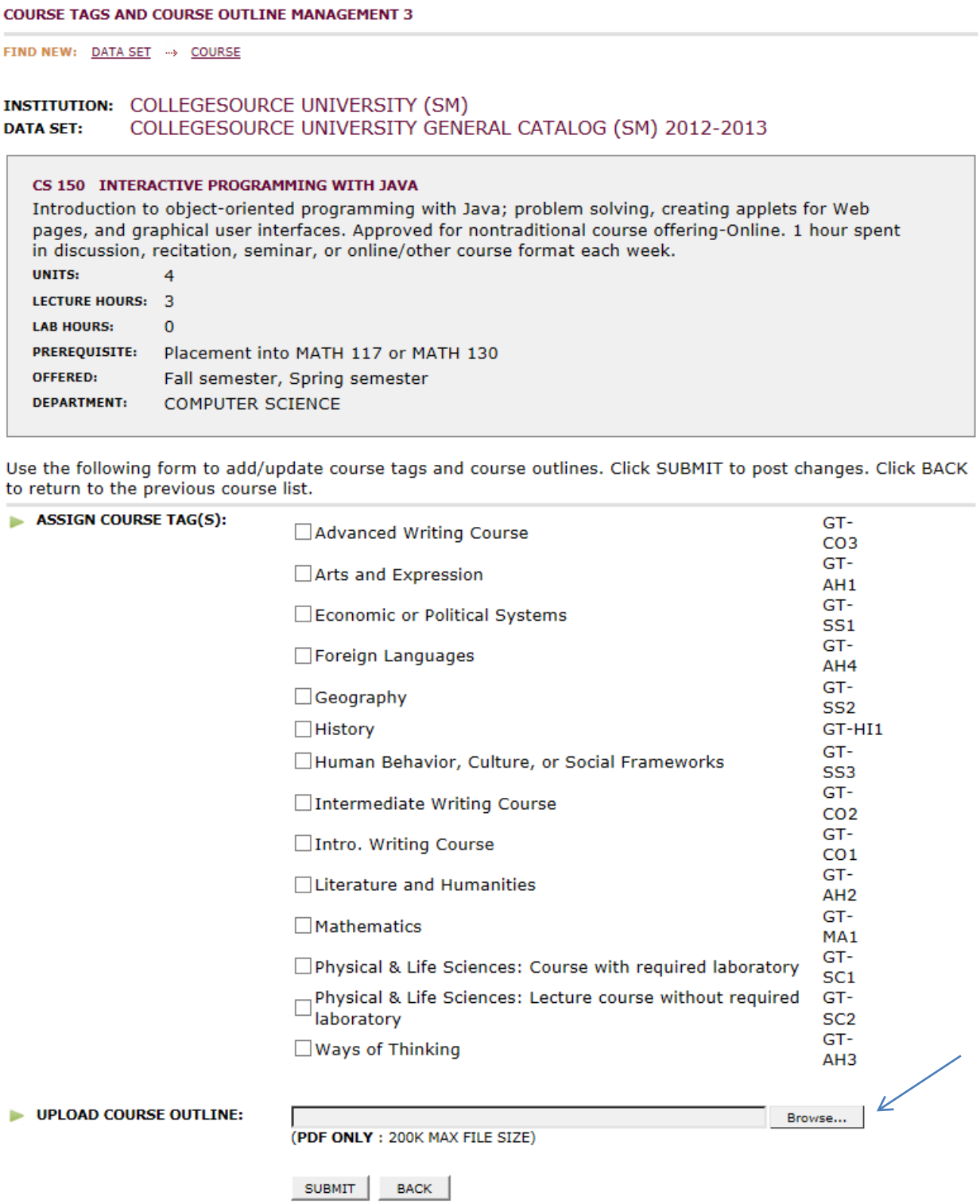
Course Outlines

- Select a course to add an outline. These Outlines are meant to be learning outcomes, etc., not syllabi. Administrators may add these outlines to courses from your institution.
- Use the Browse... button to locate the appropriate PDF file in your directory to add a Course Outline.



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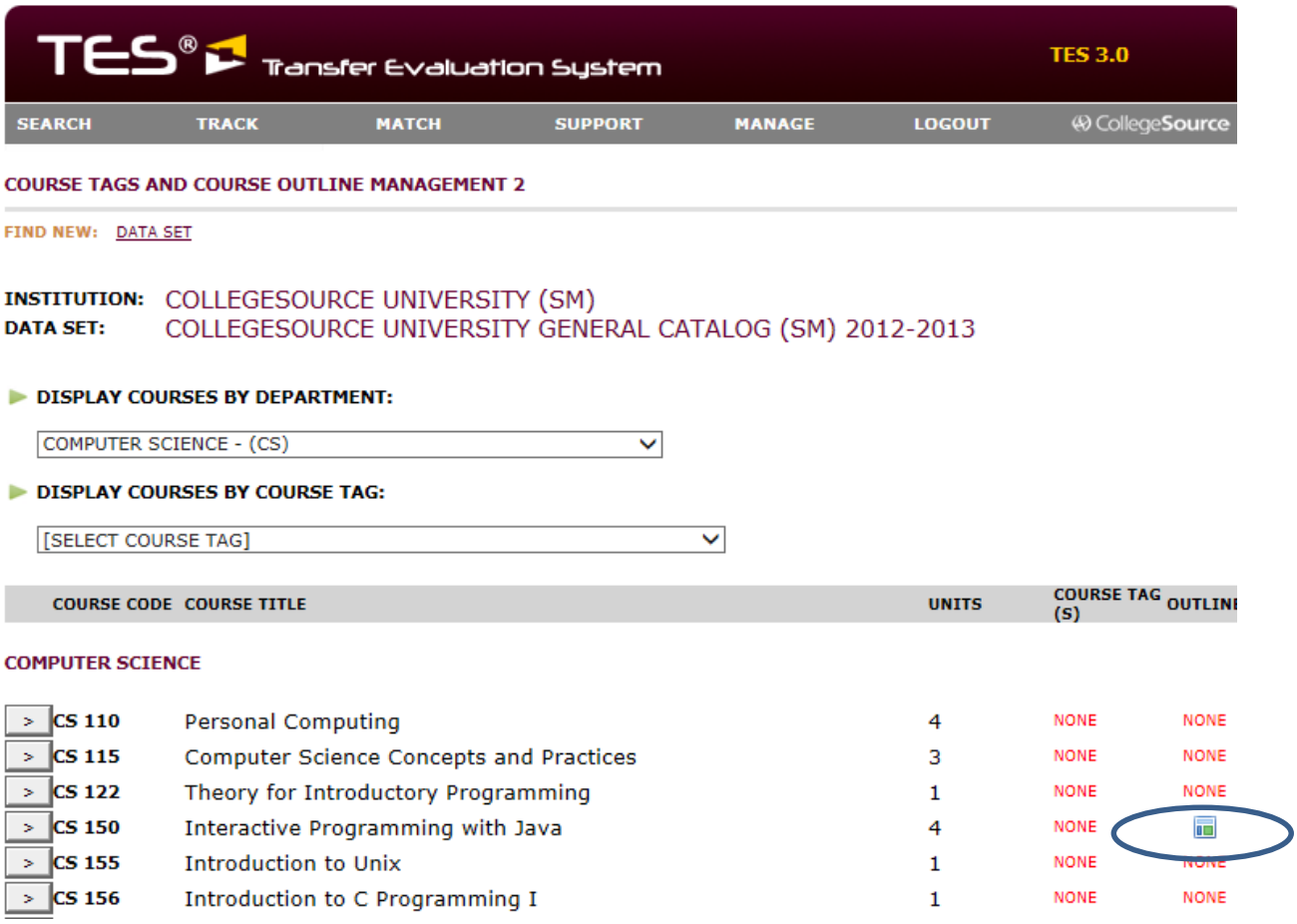
The Outline will then be indicated with an Outline icon in TES® as this CS 150 course displays.



Clicking on the icon will display the Course Outline in another browser window.

Course Objectives

Upon completion of this course, students will be able to

- comprehend the art of programming and, in particular, the structure and meaning of basic Java programs,
- design and build programs using problem-solving techniques such as top-down design,
- modify, compile, debug, and execute Java programs,
- understand how to create graphical interfaces and Java applets for a Web page.

Audience

This course is geared toward CS non-majors who wish to gain some programming experience. The course would be ideal for students who have some familiarity with personal computers and are interested in:

- programming without becoming computer scientists,
- exploring computer science as a possible major or minor,
- creating small, useful Web or personal Java applications.

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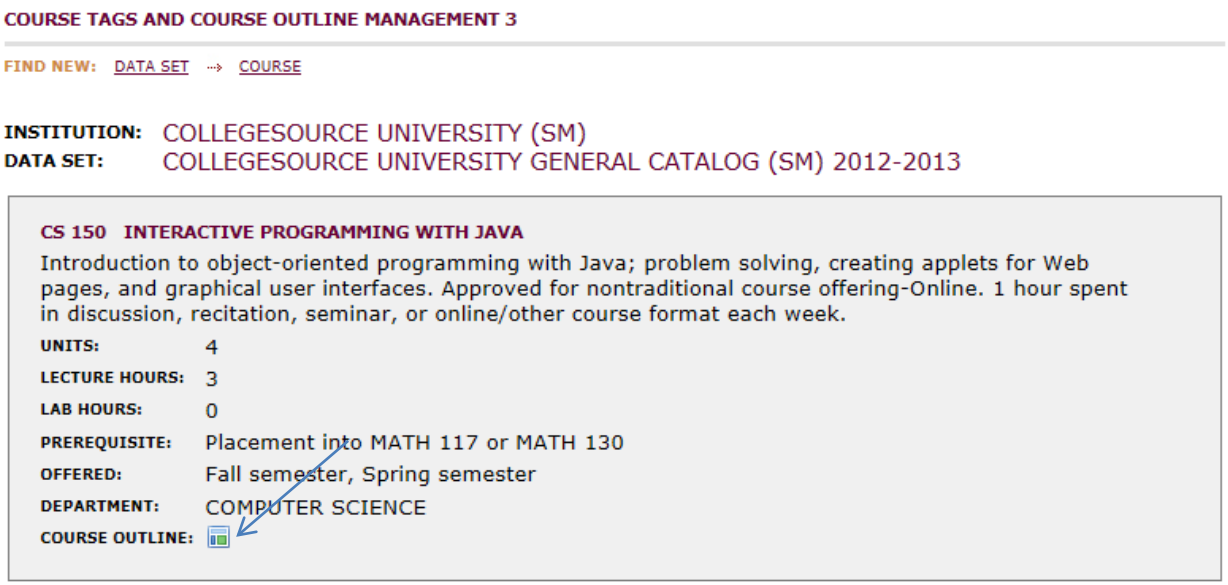
This icon will also display with the course description for all TES clients to view:



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SUPPORT

The Support tab has many helpful features to assist with questions that you might have about a particular function of TES®.

Import Specifications

- The FAQ features a document with Import specifications listed. This is the setup needed for Importing equivalencies from your transfer articulation system to TES®. Listed under FAQ number 15, click on the click here link.

15. How do I get my course equivalencies which are currently in my system (Banner, DARwin/u.achieve, Datatel, Jenzabar, PeopleSoft, etc.) into TES®?

You can export from your system to a flat .txt file (verticle pipe "|" delimited). We'll import them into TES®.* For more information and to view the flat file specifications click here.

*Note: Initial imports are $600. Subsequent imports are $150/hr.

FAQ - FREQUENTLY ASKED QUESTIONS

Last updated: Jan 28, 2013

How do I get my course equivalencies which are currently in my system (Banner, DARwin/u.achieve, Datatel, Jenzabar, PeopleSoft, etc.) into TES?

You export your equivalencies (EQs) from your system to a text file.
Please see File Specification layout shown under File Specification below.
You email or ftp the file to us.
FTP instructions provided upon request.

*Note: Initial imports are $600. Subsequent imports are $150/hr.

Summary

Imports will be discussed within the following subjects:

Background
Terminology
Pre-import Process Overview
Pre-import Process Steps
Import Process
File Specification
Examples
Data Checklist

Background will cover why we import. Terminology will go over some labels and phrases that we often use. It's helpful to remind ourselves what these terms mean and how they are defined and used in this document.
Pre-import Process Overview will discuss briefly what is involved in the process prior to actually importing the data.
Pre-import Process Steps will detail each step of the Pre-import Process. You don't actually need to know these steps however if you want to know what to expect next, it should give you an idea.
Import Process will outline what is involved in the import process. Requirements (on your part) during this process: Few to none!
File Specification will detail the exact file type, columns, and format required for the import document that you send us. This may be handled by your IT department.
Examples are provided to help you understand how the data is modeled.
Data Checklist itemizes things you will need to have done to have a successful import.

Background

For CollegeSource customers interested in importing EQs into u.select, we first import into CollegeSource's TES in order to leverage existing code and processes.
Your ultimate goal or final destination may be to just get EQs into TES or it may be to get your EQs all the way into to u.select.
Either way, we want to complete this TES import.

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Background

For CollegeSource customers interested in importing EQs into u.select, we first import into CollegeSource's TES in order to leverage existing code and processes.
Your ultimate goal or final destination may be to just get EQs into TES or it may be to get your EQs all the way into to u.select.
Either way, we want to complete this TES import.

CollegeSource has maintained a library of college catalogs since 1971.
This collection is similar to a physical library housing college catalogs sitting on a shelf.
Multiple institutions, multiple editions (2000-2001, 2001-2002, etc.), multiple titles (undergrad, grad, summer bulletin, etc.).
We imported the courses as published in your course catalogs (pdf, printed hard copy, html, etc.).
We store those courses in a database and they are related directly to the catalog editions (ex. 2012-2013 ACME Community College) that we have processed.
The courses have all the appropriate information they included at the time they were active/existed/current/published.

For example, here might be the catalog editions we currently have in our database for your institution.

2011-2012 ACME Community College
2010-2011 ACME Community College
2009-2010 ACME Community College
2008-2009 ACME Community College
2007-2008 ACME Community College
2006-2007 ACME Community College
2005-2006 ACME Community College
2004-2005 ACME Community College
2003-2004 ACME Community College
2002-2003 ACME Community College
2001-2002 ACME Community College
2000-2001 ACME Community College
1999-2000 ACME Community College
1998-1999 ACME Community College
1997-1998 ACME Community College
1996-1997 ACME Community College
1994-1995 ACME Community College

When we run an import, we check each course mentioned in the import file you supply against the courses we have that were referenced in any of your published catalogs we have in our db.
We store the relationship between the courses mentioned in your import file and the course information of the most recent catalog edition.

Terminology

EQs:	Equivalencies, rules, transfer credit courses, etc..
Import File:	The file you are sending us that we are importing that contains your EQs.
Send Courses:	Courses from incoming students (feeder schools, etc.) are referred to as Send Courses.
Send Institutions:	The related institutions are referred to as Send Institutions.
Receive Courses:	Courses at your institution are referred to as Receive Courses.
Receive Institution:	Your institution is referred to as the Receive Institution.
Provider:	You are referred to as the Provider.

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Pre-import Process Steps

The Provider sends the Import File according to the specified format shown below (See: File Specification below).
For each step in the pre-import process, we carry out that step and depending on the results we may have feedback and may contact you.
The step may generate an exception list, for example a list of institutions that could not be matched, and so then we send those back to you with instructions.

The CSI internal steps in the process are:

a) Import the import_file to SQL.
b) Check column list (Makes sure all columns are present).
c) Update data with CSI internal ids.
d) Groom data (Removing duplicate spaces, blank characters, etc.).
e) Check data for Receive Courses that don't match current Receive Courses on file.
f) Notify Provider of non-matching Receive Courses with instructions.
  i) Have Provider add non-matching Receive Courses as User Added Courses (in the case
  ii) of generic elective courses/placeholder courses/dummy courses.
  iii) Discuss with Provider any other non-matching Receive Courses, if any exist.
g) Create a list of all non-matching Send Institutions that are referenced.
h) Notify Provider of non-matching Send Institutions with instructions on how to find the remaining Send Institutions.
i) Provider returns list with remaining Send Institutions identified, exceptions discussed.
j) Courses referenced in the data are looked up.
k) Notify Provider of non-matching Send Institution Courses via a list with statistics. Discuss with Provider Send Institution Course exceptions.
l) Nearly ready to import. Two options:
  i) Delete existing EQs and import or...
  ii) Leave existing EQs and import.
As long as the Provider is sure that the EQs that currently exist are not also in the import file, then we can leave them.
Typically there are no existing EQs.

Post discussions, we are ready to run the actual import script that imports the EQs.

Import Process

The import script is run on the pre-import data.
Usually seconds later the actual import is complete.
Data as it appears in TES is reviewed.

All done!

File Specification:

The Import File should be a .txt file (vertical pipe "|" delimited) with column names in the first row.
Non quoted text.
Name the file "tblABCD_yearmonthday.txt" (Ex. tblUCSD_20101118.txt)
We're using tbl for table, followed by the school acronym, "_", year, month, day and text file extension file type of ".txt".

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Here's the column list and which will be described in a little more detail below.
ALL COLUMNS are REQUIRED to be present in the file.
Columns with the word NULL next to them may be NULL (i.e. empty).

InstitutionCodeType
SendInstitutionCode
SendInstitutionName
SendInstitutionCity
SendInstitutionState
SendInstitutionCountry
EQValidDateStart NULL
EQValidDateEnd NULL
SendCourseCode1
SendCourseCode2 NULL
SendCourseCode3 NULL
SendCourseCode4 NULL
SendCourseCode5 NULL
SendCourseCode6 NULL
SendCourseCode7 NULL
SendCourseCode8 NULL
SendCourseCode9 NULL
SendCourseCode10 NULL
ReceiveInstitutionCode
ReceiveInstitutionName
ReceiveCourseCode1
ReceiveCourseCode2 NULL
ReceiveCourseCode3 NULL
ReceiveCourseCode4 NULL
ReceiveCourseCode5 NULL
ReceiveCourseCode6 NULL
ReceiveCourseCode7 NULL
ReceiveCourseCode8 NULL
ReceiveCourseCode9 NULL
ReceiveCourseCode10 NULL
CommentsPrivate NULL
CommentsPublic NULL
HideFlag

Build an empty table in SQL using the code here.
(You fill it from your system, export as txt, and send us the txt file).
Build an empty table in Excel using the code here.
(You fill it from your system, export as txt, and send us the txt file).

InstitutionCodeType: This field describes the type of identifier used.
More than one institution code type may not be used in an import (i.e. every record in your file must have the same institution type code).
This field must be populated with one of the following values: (no quotes)
"UNITID" (i.e. IPEDS UnitID)
"OPEID"
"CEEB"
"ACT"

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OPEIDs look like FICE codes but with two trailing zeroes.
OPEID codes or IPEDS UNITIDs are heavily preferred, saving time and money because they will match up the best with the least number of exceptions.

SendInstitutionCode: Whichever identifier you chose for InstitutionCodeType, you now identify all your send institutions with that coding scheme and input those IDs in this field.

SendInstitutionName: This field is used to help match institutions when SendInstitutionCode fails (e.g. when it's wrong or ours doesn't match what you've got).

SendInstitutionCity: This field is used in conjunction with the field above to ascertain send institution matches in the event that SendInstitutionCode fails.

SendInstitutionCountry: This field is also used in conjunction with the field above to ascertain send institution matches in the event that SendInstitutionCode fails.
"U.S.A." is fine for the United States of America.

EQValidDateStart and **EQValidDateEnd**: Filling these fields is optional.
We encourage you to NOT use date ranges as this will produce a lot more EQs that are no necessarily attached to recent catalog editions.
Some customers/Providers have found the deluge of data to be less than desirable.
Using date ranges will at this time take a little longer to process as well, adding to the turn-around time for your import.
You can populate the EQValidDateStart and EQValidDateEnd fields if you want your EQs to be placed in the appropriate date range.
Courses will be matched to catalog editions relative to the appropriate date range.
Use mm/dd/yyyy format.
For open ended EQs please put a date of 01/01/2099.
Date ranges must be of a valid date format meaning inclusively between '1/1/1753' and '12/31/9999'.

HideFlag: This field must be populated with the following value pairs: (no quotes)
"True" or "False"
"1" or "0"

The HideFlag field relates to your Public View. If an EQ HideFlag is set to "1" or "True" then that EQ will not show in your Public View. You can view more info on the Public View here.

Examples

What does an actual example of an EQ look like as it sits in the table/file?

Let's look at some examples of possible data:

Ex. 1. If you have BIO 101 from a Sending Institution transferring/equating-transfer(credit)-wise to your (Receive Institution) BIOL 1 course, that would show in the file as:

SendCourseCode1	SendCourseCode2	ReceiveCourseCode1	ReceiveCourseCode2
BIO 101		BIOL 1	

The other send courses and receive courses for that row/record will be blank.
It takes one row/record in the import/export to display this relationship.

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In the example above, it only shows 4 columns of data of course but in the actual file, you saw the file specification, there are many more columns.
If this EQ is just one course to one course then just the two course slots (cells) will be filled, the rest in that row will be empty.
Most EQs are just one to one like this.
Some Providers only have one to one EQs in their import files.

Ex. 2. In the case where there is a group of courses like send courses BIO 101 and BIO 101L transferring to your BIOL 1 course only, that would be:

SendCourseCode1	SendCourseCode2	ReceiveCourseCode1	ReceiveCourseCode2
BIO 101	BIO 101L	BIOL 1	

The other send courses and receive courses for that record/line will be blank including "ReceiveCourseCode2".
It takes one row/record in the import/export to display this relationship.

Ex. 3. In the case where there is one course like send course BIO 101 transferring to your BIOL 1 course "**OR**" your OCHEM 1 course, that would be:

SendCourseCode1	SendCourseCode2	ReceiveCourseCode1	ReceiveCourseCode2
BIO 101		BIOL 1	
BIO 101		OCHEM 1	

The other send courses and receive courses for that record/line will be blank including "ReceiveCourseCode2".
It takes two rows/records in the import/export to display this relationship.

You would need to create any fictitious courses in TES in advance (generic electives) as "user added" courses. For more info on "user added" courses, watch the "user added courses" movie in our movies section here.

Data Checklist

My file is in the proper format.
(Check each of the following):
__ All the columns in the file specification are present.
__ SendCourseCode1 is filled for every record. It is never NULL. It is never blank.
__ ReceiveCourseCode1 is filled for every record. It is never NULL. It is never blank.
__ No records are included that I don't want imported.
__ I have opened the file and I see the vertical pipe delimiters.
__ I have opened the file and I see that the data is readable (not gibberish).

You are ready to send your file!

The end.

- Movie Demos are featured that show how to utilize certain functions.
- The Webinars page lists the upcoming scheduled webinars that anyone may register for.
- A Contact Us page is also listed for easy access to e-mailing CollegeSource staff.

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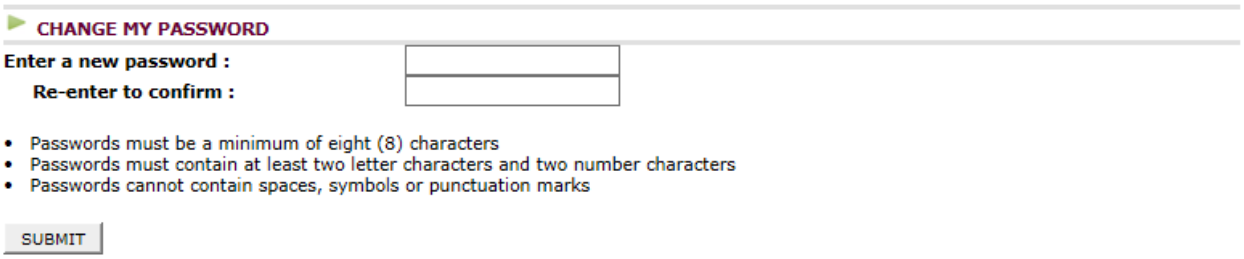
MANAGE

The Manage feature is used for all users to be able to change their password and set their default homepage. Other functions are listed for an Administrator.

User Preferences

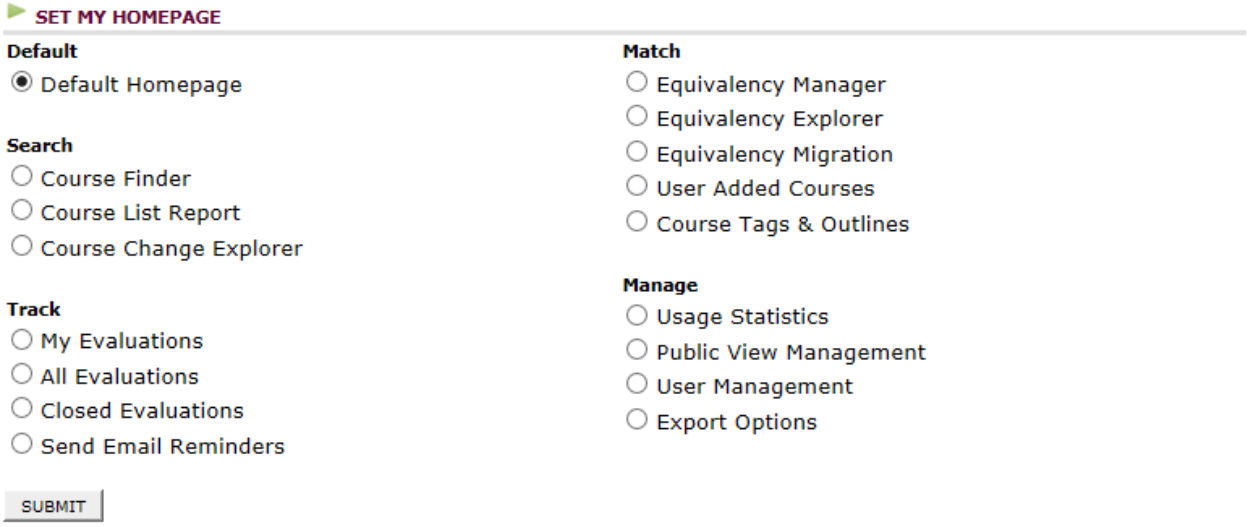
Change My Password:

Have all Users change their password to something they can remember. Enter the password a second time to confirm, and Submit. Password will be changed!



Select your preference to set your TES homepage. This allows users to select a default homepage after logging in.

- Homepage options are dependent on the user's rights.
- If user no longer has rights to previously selected homepage, the user will be redirected to the User Preferences page and prompted to select a new homepage.



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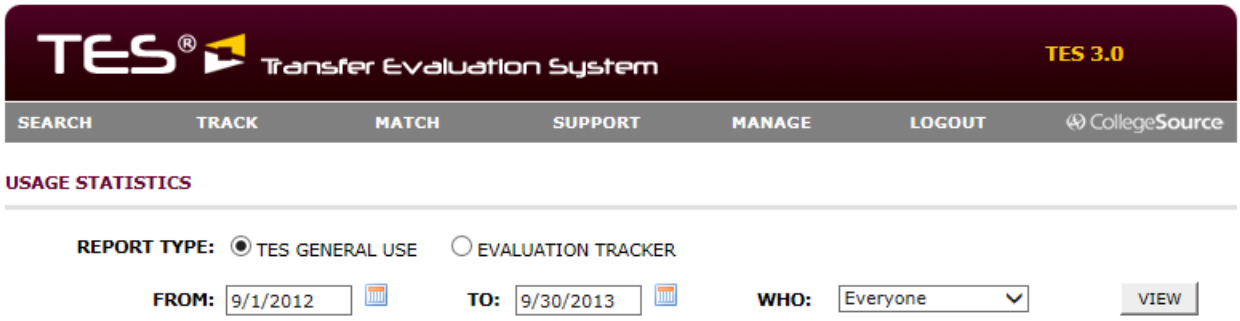
MANAGE:

Usage Statistics

TES® Statistics may be run for TES® General Use and for Evaluation Tracker use.

- Select a **Report Type:** TES® GENERAL USE or EVALUATION TRACKER.
- Select a **FROM** and **TO** date.
- Select **WHO** you want to run the report for, Everyone or one user in particular.
- VIEW.



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Many helpful statistics are listed. This example has been run from TES® General Use for Everyone.

USAGE STATISTICS

ACCOUNT # : 888889
NAME : CSI - Test Account (SM)
LOCATION : San Diego, CA
SUBSCRIPTION : 53100 CollegeSource TES Multi User Dept
EXPIRATION : 12/31/2015 + 0 days

WHO: Everyone
REPORT TYPE: TES General Use
DATE RANGE : 9/1/2012 - 9/30/2013

TYPE OF USAGE	COUNT
Country Search	83
Course Catalog Compare	317
Course Equivalency Create	167
Course Equivalency Create Migration	134
Course Equivalency Delete	452
Course Equivalency Delete Set	10
Course Equivalency Edit	75
Course Equivalency Export	65
Course Equivalency Group Create	46
Course Equivalency Group Delete	42
Course Equivalency Group Edit	25
Course Equivalency Group Report Create	8
Course Equivalency Group Report Delete	26
Course Report Access	2
Course Report Add Course	174
Course Report Create	78
Course Report Delete	67
Course Report Delete Course	18
Course Search By Course Title, Accreditation, State	27
Create Course Equivalency Proposal	65
Email Course	2
Email Equivalency Detail	3
Email Equivalency Report	3
Email Equivalency Summary	4
Extended Course Management Post	41
Geographic Location Search	4
Print Course	7
Print Equivalency Report	10

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Public View Custom Values	2
Search Keyword Course	86
Search Keyword Institution	863
User Change Password	1
User Course Create	28
User Course Delete	129
User Course Department Create	35
User Course Department Delete	15
User Course Department Edit	1
User Course Edit	17
User Login	458
User Logout	94
View Course	837
View Course Archive	64
View Course Equivalency	438
View Course Equivalency Archive	247
View Course Equivalency Search	177
View Course List Report	115
View Course Outline	49
View Edition Course Department List	19
View Edition Course List	961
View Equivalency Report	174
View Institution Edition List	116
View PDF	8
View Profile	107
View Transcript Key	116

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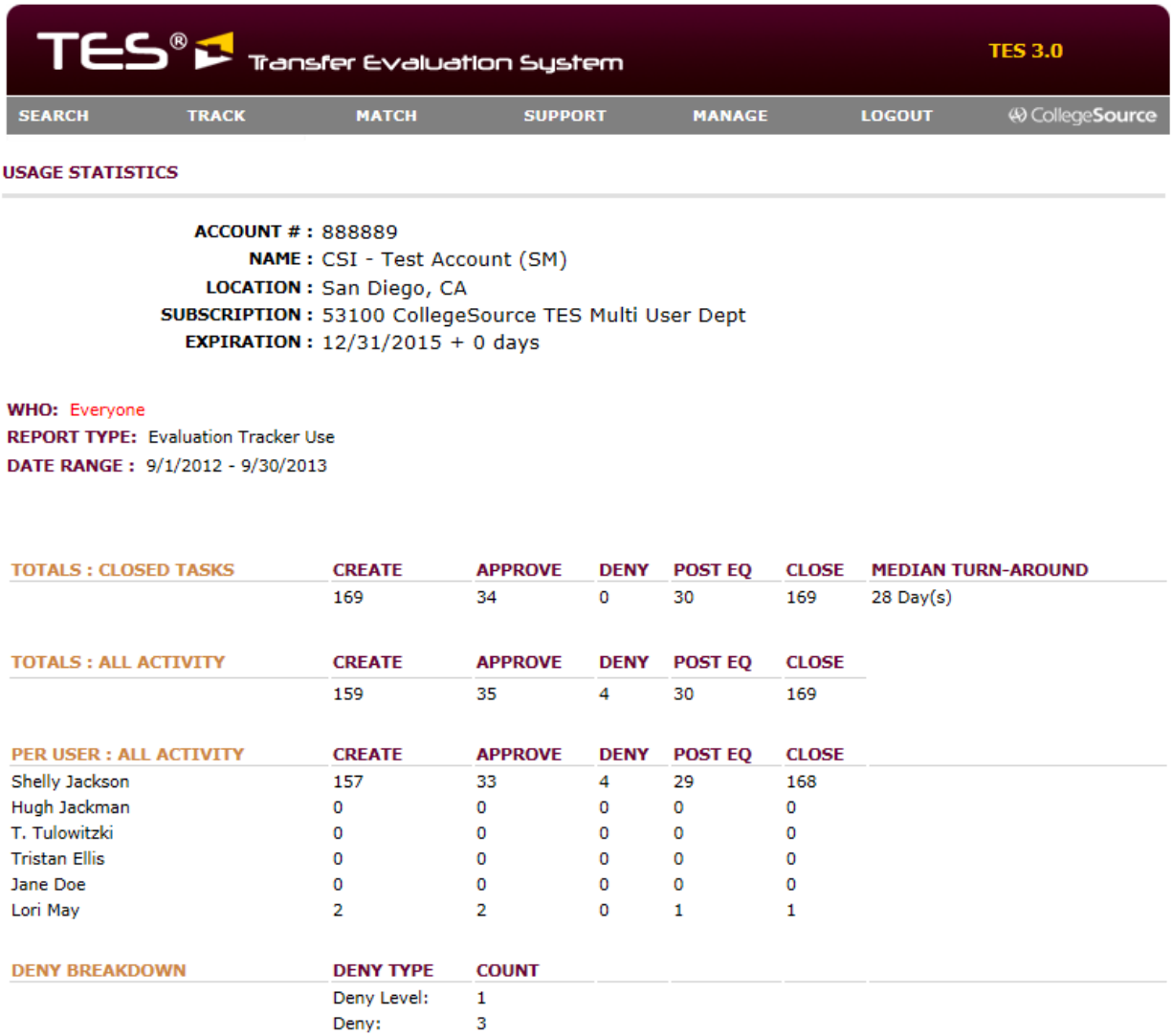
This example has been run from the Evaluation Tracker for Everyone.



TOTALS : CLOSED TASKS	CREATE	APPROVE	DENY	POST EQ	CLOSE	MEDIAN TURN-AROUND
	169	34	0	30	169	28 Day(s)

TOTALS : ALL ACTIVITY	CREATE	APPROVE	DENY	POST EQ	CLOSE
	159	35	4	30	169

PER USER : ALL ACTIVITY	CREATE	APPROVE	DENY	POST EQ	CLOSE
Shelly Jackson	157	33	4	29	168
Hugh Jackman	0	0	0	0	0
T. Tulowitzki	0	0	0	0	0
Tristan Ellis	0	0	0	0	0
Jane Doe	0	0	0	0	0
Lori May	2	2	0	1	1

DENY BREAKDOWN	DENY TYPE	COUNT
	Deny Level:	1
	Deny:	3

- TOTALS: CLOSED TASKS – These are the numbers of any evaluation tasks that were closed or posted for that time period. An average of Median Turn-Around to complete these tasks is listed.
- TOTALS: ALL ACTIVITY – These are the numbers of the evaluation tasks that are added up from the columns in the PER USER: ALL ACTIVITY COLUMNS.

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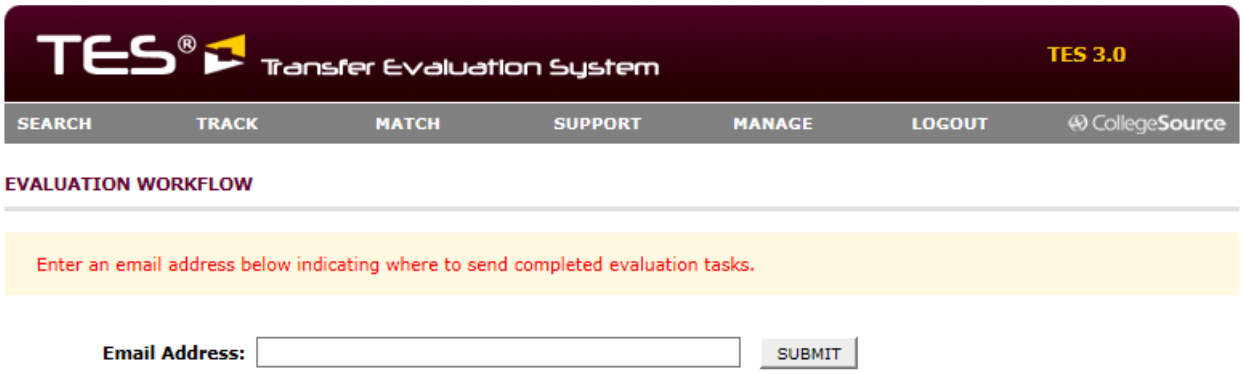
MANAGE:

Evaluation Workflow

Add an email address of the person that you want to receive notifications of completed evaluation tasks. This person may be the one to enter the equivalency into your Articulation System. This is an optional function and does not have to be used. If the function later changes to a different person, enter this screen and wipe out the old address and add the new one.



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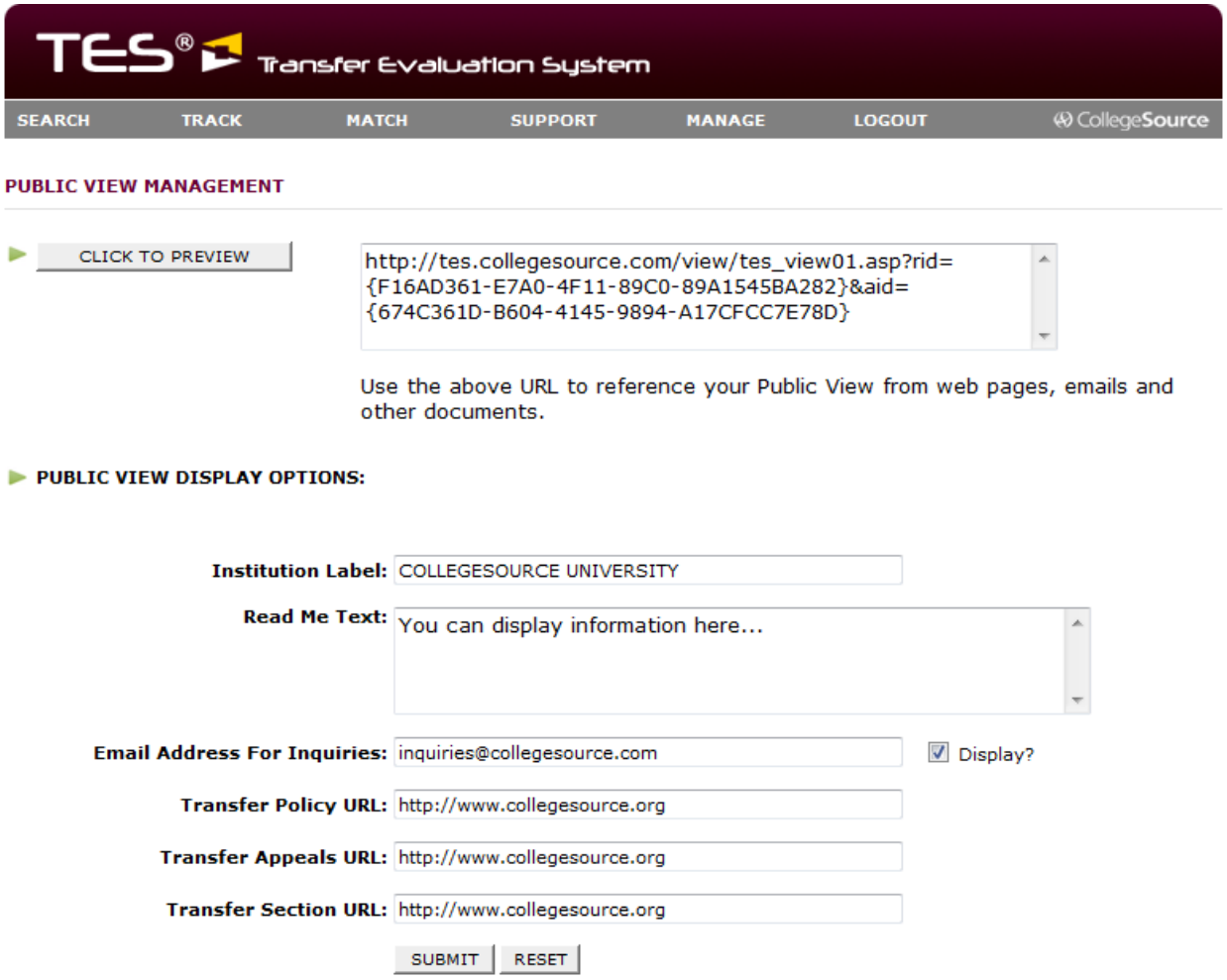
Public View Management

The administrator can imbed the URL listed on this page to display your equivalencies on your website. Brand your webpage, insert a disclaimer, list your transfer policies, etc. Your equivalencies will display similiarly as shown in MATCH, Equivalency Manager.

- Add text to the **Read Me Text** field to be displayed at the top of the Public View page.
- Add an **Email Address For Inquiries** for users to contact your institution about an equivalency or to ask a question. Check the ☑ Display? email option box for the e-mail option to display on your Public View.

Questions? Send us an email: ✉

- Add URLs for Transfer Policy, Transfer Appeals, and Transfer Section.



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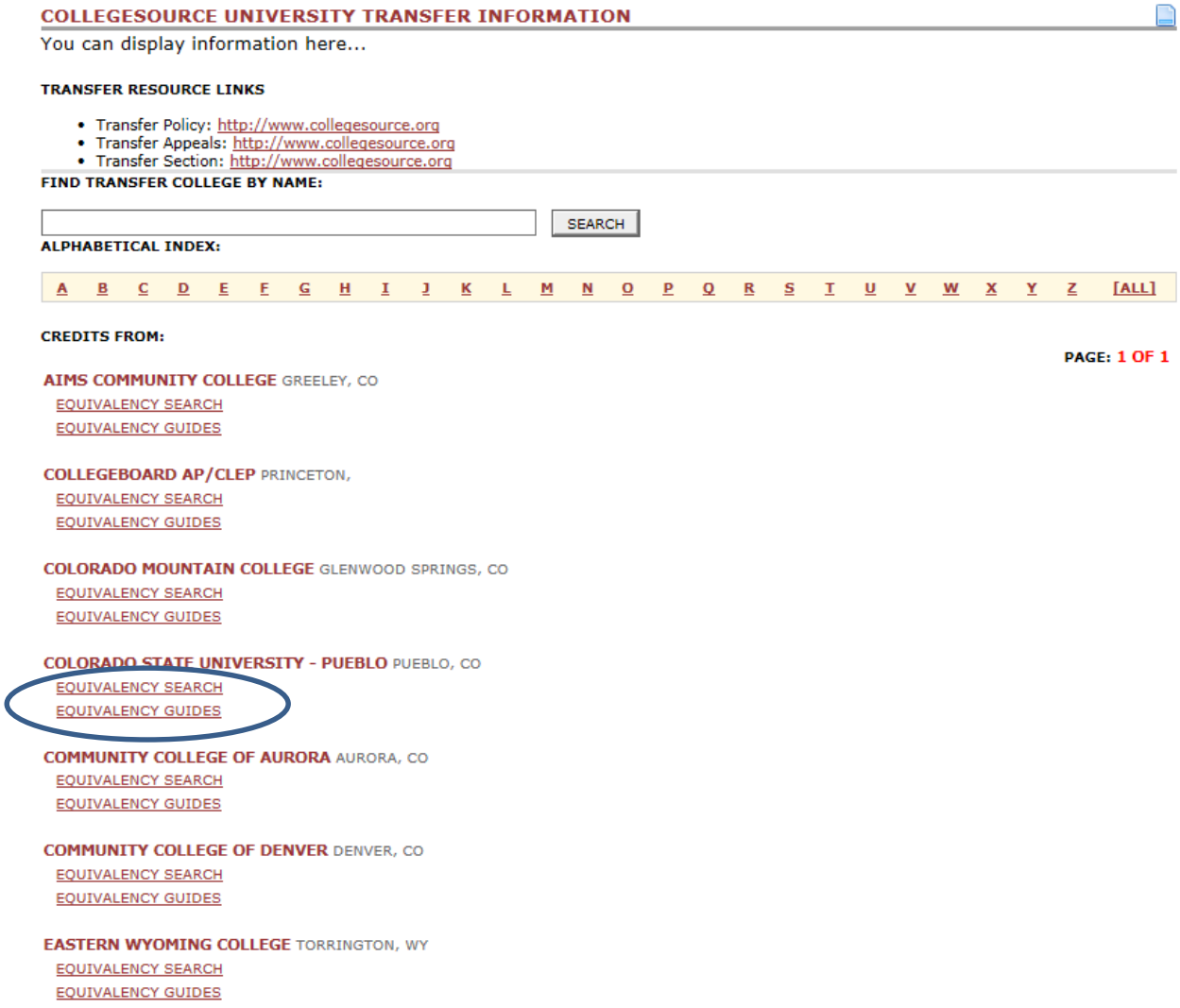
- Select the CLICK TO PREVIEW button to view how the Public View will display.



COLLEGESOURCE UNIVERSITY TRANSFER INFORMATION

You can display information here...

TRANSFER RESOURCE LINKS

- Transfer Policy: http://www.collegesource.org
- Transfer Appeals: http://www.collegesource.org
- Transfer Section: http://www.collegesource.org

FIND TRANSFER COLLEGE BY NAME:

SEARCH

ALPHABETICAL INDEX:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [ALL]

CREDITS FROM:

PAGE: 1 OF 1

AIMS COMMUNITY COLLEGE GREELEY, CO
EQUIVALENCY SEARCH
EQUIVALENCY GUIDES

COLLEGEBOARD AP/CLEP PRINCETON,
EQUIVALENCY SEARCH
EQUIVALENCY GUIDES

COLORADO MOUNTAIN COLLEGE GLENWOOD SPRINGS, CO
EQUIVALENCY SEARCH
EQUIVALENCY GUIDES

COLORADO STATE UNIVERSITY - PUEBLO PUEBLO, CO
EQUIVALENCY SEARCH
EQUIVALENCY GUIDES

COMMUNITY COLLEGE OF AURORA AURORA, CO
EQUIVALENCY SEARCH
EQUIVALENCY GUIDES

COMMUNITY COLLEGE OF DENVER DENVER, CO
EQUIVALENCY SEARCH
EQUIVALENCY GUIDES

EASTERN WYOMING COLLEGE TORRINGTON, WY
EQUIVALENCY SEARCH
EQUIVALENCY GUIDES

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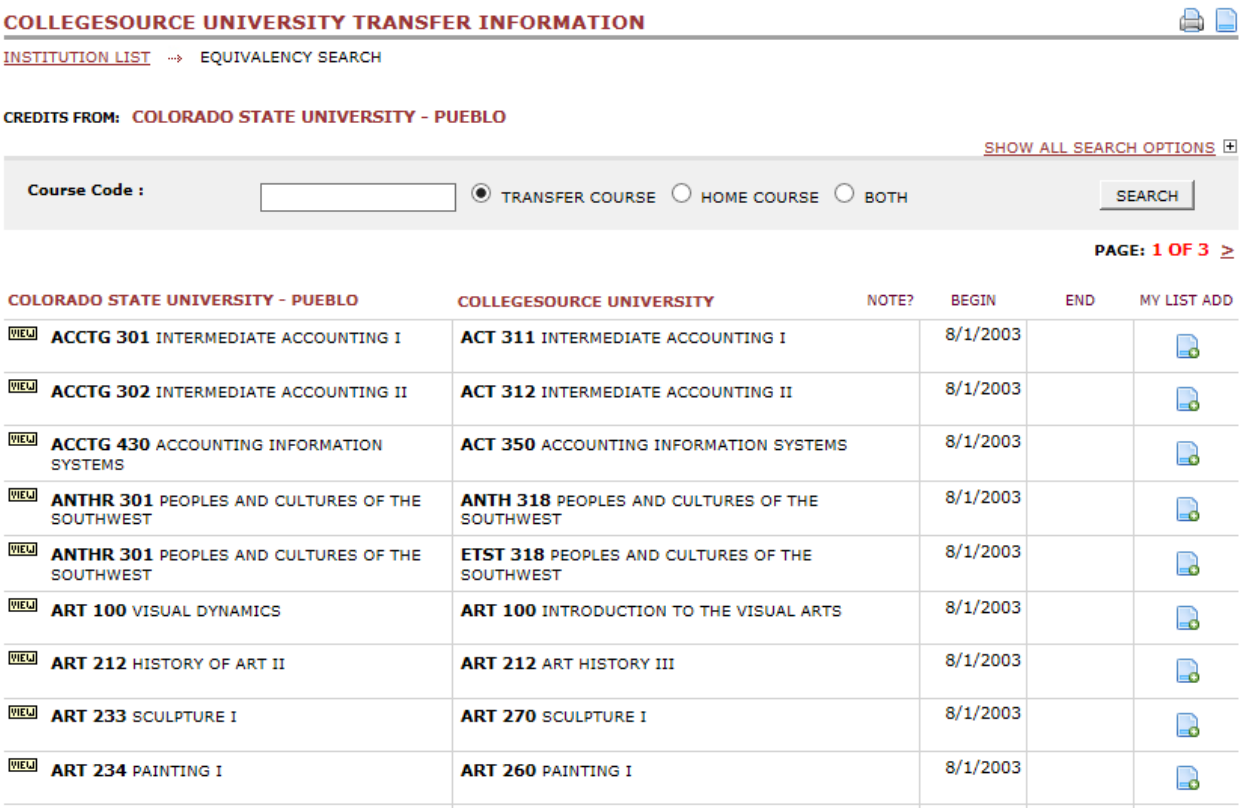
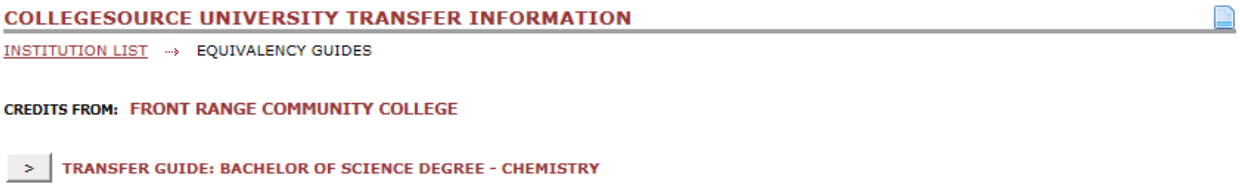
Select Equivalency Search under an institution's name to see all equivalencies.



Select Equivalency Guides to see Group Reports for an institution:



Select to view the Guide:

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TRANSFER GUIDE: BACHELOR OF SCIENCE DEGREE - CHEMISTRY

This planning worksheet represents a guide for community college students transferring to CollegeSource University and majoring in Chemistry ACS-Certified Concentration.

If the student completes an Associate of Arts degree or an Associate of Science degree at a community/junior college, this Transfer Guide identifies the courses a student needs to complete (with a C- or higher) at the community/junior college in order to be able to finish the designated baccalaureate degree in **no more than** 60 credits beyond the 60 credits required to complete the Associate degree.

COMMUNICATION

Complete both courses

MATHEMATICS

FRONT RANGE COMMUNITY COLLEGE	COLLEGESOURCE UNIVERSITY	NOTE?	BEGIN	END
VIEW **MAT 201** CALCULUS I	**MATH 160** CALCULUS FOR PHYSICAL SCIENTISTS I **MATH 2++** 200 LEVEL WILDCARD		8/1/1993	

ARTS & HUMANITIES

Complete all three courses

FRONT RANGE COMMUNITY COLLEGE	COLLEGESOURCE UNIVERSITY	NOTE?	BEGIN	END
VIEW **PHI 113** LOGIC	**PHIL 110** LOGIC AND CRITICAL THINKING		8/1/1993	

SOCIAL AND BEHAVIORAL SCIENCES

Complete all three courses

FRONT RANGE COMMUNITY COLLEGE	COLLEGESOURCE UNIVERSITY	NOTE?	BEGIN	END
VIEW **HIS 201** U.S. HISTORY TO RECONSTRUCTION	**HIST 150** U.S. HISTORY TO 1876		8/1/1993	

PHYSICAL AND LIFE SCIENCES

Complete both courses

FRONT RANGE COMMUNITY COLLEGE	COLLEGESOURCE UNIVERSITY	NOTE?	BEGIN	END
VIEW **BIO 111** GENERAL COLLEGE BIOLOGY I WITH LAB	**LIFE 102** ATTRIBUTES OF LIVING SYSTEMS **LIFE 2++** 200 LEVEL WILDCARD		8/1/1993	

SPEECH

FRONT RANGE COMMUNITY COLLEGE	COLLEGESOURCE UNIVERSITY	NOTE?	BEGIN	END
VIEW **COM 115** PUBLIC SPEAKING	**SPCM 200** PUBLIC SPEAKING		8/1/1993	

REQUIRED COURSES FOR CHEMISTRY MAJOR

To be eligible for the CCHE '60+60' guaranteed transfer program, all required courses below must be satisfactorily completed as part of the AS degree within the 60 semester hour maximum.

FRONT RANGE COMMUNITY COLLEGE	COLLEGESOURCE UNIVERSITY	NOTE?	BEGIN	END
VIEW **CHE 112** GENERAL COLLEGE CHEMISTRY II	**CHEM 1++** 100-LEVEL WILDCARD **CHEM 113** GENERAL CHEMISTRY II **CHEM 114** GENERAL CHEMISTRY LABORATORY II		8/1/1993	
VIEW **MAT 202** CALCULUS II **MAT 203** CALCULUS III	**MATH 161** CALCULUS FOR PHYSICAL SCIENTISTS II **MATH 2++** 200 LEVEL WILDCARD **MATH 261** CALCULUS FOR PHYSICAL SCIENTISTS III		8/1/1993	
VIEW **PHY 211** PHYSICS: CALCULUS-BASED I WITH LAB	**PH 141** PHYSICS FOR SCIENTISTS AND ENGINEERS I		8/1/1993	

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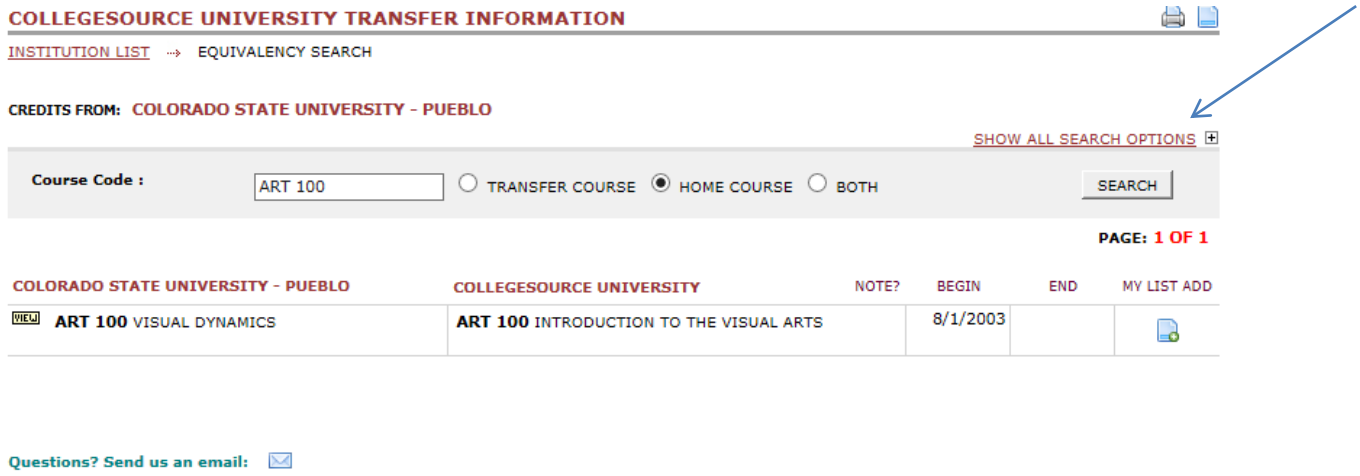
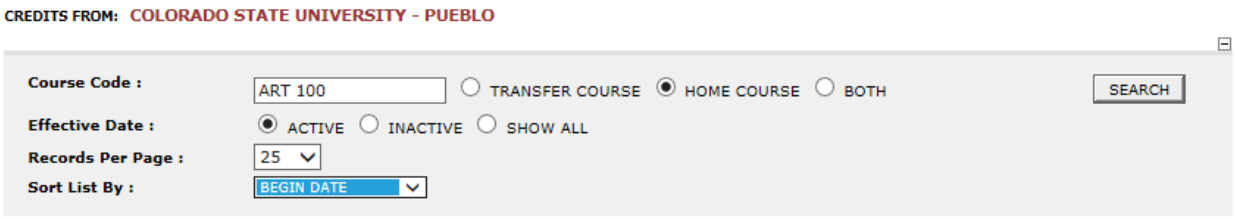
A Course Code Search can be conducted by entering the Course Code and then selecting Transfer Course, Home Course, Both and then the SEARCH key.



By selecting the Show All Search Options, more Search Options are displayed.

- The Search can be conducted with the Effective Date being Active for all current equivalencies, Inactive for those equivalencies that have an end date that is past, or All equivalencies.
- The number of Records Per Page can be changed to display more equivalencies on a page.
- The List can be sorted by Transfer Course Number, Home Course Number, Begin Date and End Date.



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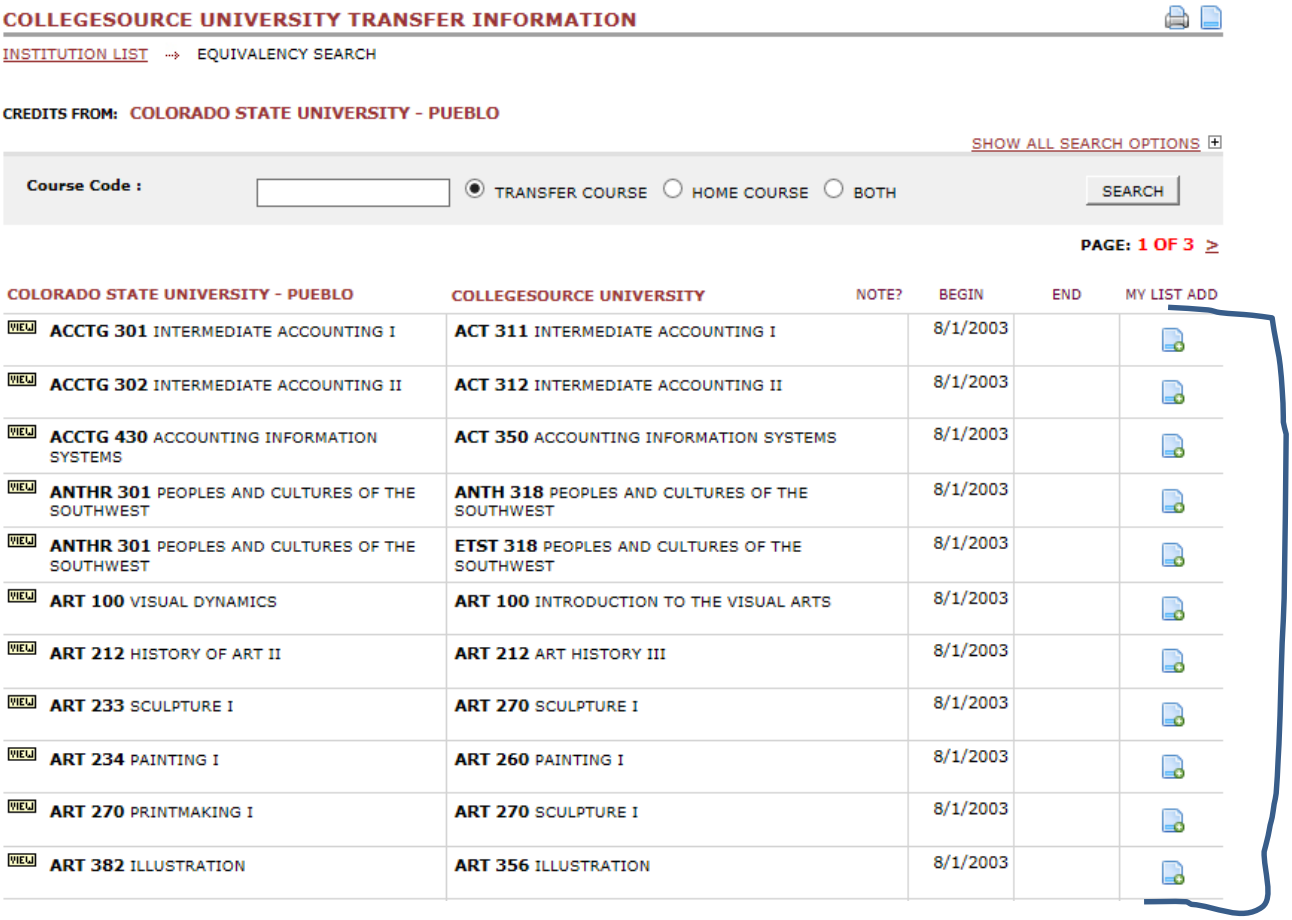
From your Public View, users can create a Pick List of courses from your equivalencies by clicking on the My List Add icon and adding to a Temporary List.



COLLEGESOURCE UNIVERSITY TRANSFER INFORMATION

INSTITUTION LIST ⇢ EQUIVALENCY SEARCH

CREDITS FROM: COLORADO STATE UNIVERSITY - PUEBLO

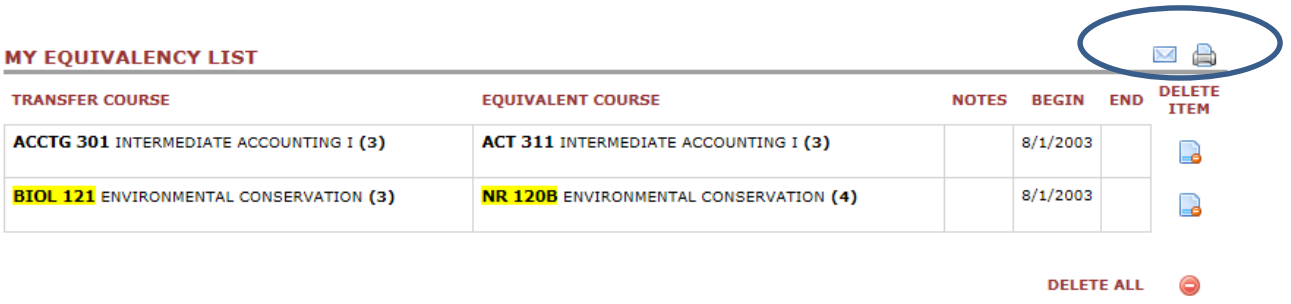
SHOW ALL SEARCH OPTIONS

Course Code : TRANSFER COURSE HOME COURSE BOTH SEARCH

PAGE: 1 OF 3 ≥

COLORADO STATE UNIVERSITY - PUEBLO	COLLEGESOURCE UNIVERSITY	NOTE?	BEGIN	END	MY LIST ADD
VIEW **ACCTG 301** INTERMEDIATE ACCOUNTING I	**ACT 311** INTERMEDIATE ACCOUNTING I		8/1/2003		
VIEW **ACCTG 302** INTERMEDIATE ACCOUNTING II	**ACT 312** INTERMEDIATE ACCOUNTING II		8/1/2003		
VIEW **ACCTG 430** ACCOUNTING INFORMATION SYSTEMS	**ACT 350** ACCOUNTING INFORMATION SYSTEMS		8/1/2003		
VIEW **ANTHR 301** PEOPLES AND CULTURES OF THE SOUTHWEST	**ANTH 318** PEOPLES AND CULTURES OF THE SOUTHWEST		8/1/2003		
VIEW **ANTHR 301** PEOPLES AND CULTURES OF THE SOUTHWEST	**ETST 318** PEOPLES AND CULTURES OF THE SOUTHWEST		8/1/2003		
VIEW **ART 100** VISUAL DYNAMICS	**ART 100** INTRODUCTION TO THE VISUAL ARTS		8/1/2003		
VIEW **ART 212** HISTORY OF ART II	**ART 212** ART HISTORY III		8/1/2003		
VIEW **ART 233** SCULPTURE I	**ART 270** SCULPTURE I		8/1/2003		
VIEW **ART 234** PAINTING I	**ART 260** PAINTING I		8/1/2003		
VIEW **ART 270** PRINTMAKING I	**ART 270** SCULPTURE I		8/1/2003		
VIEW **ART 382** ILLUSTRATION	**ART 356** ILLUSTRATION		8/1/2003		

This list may be edited, printed or Emailed .



MY EQUIVALENCY LIST

TRANSFER COURSE	EQUIVALENT COURSE	NOTES	BEGIN	END	DELETE ITEM
ACCTG 301 INTERMEDIATE ACCOUNTING I **(3)**	**ACT 311** INTERMEDIATE ACCOUNTING I **(3)**		8/1/2003		
BIOL 121 ENVIRONMENTAL CONSERVATION **(3)**	**NR 120B** ENVIRONMENTAL CONSERVATION **(4)**		8/1/2003		

DELETE ALL

MANAGE:

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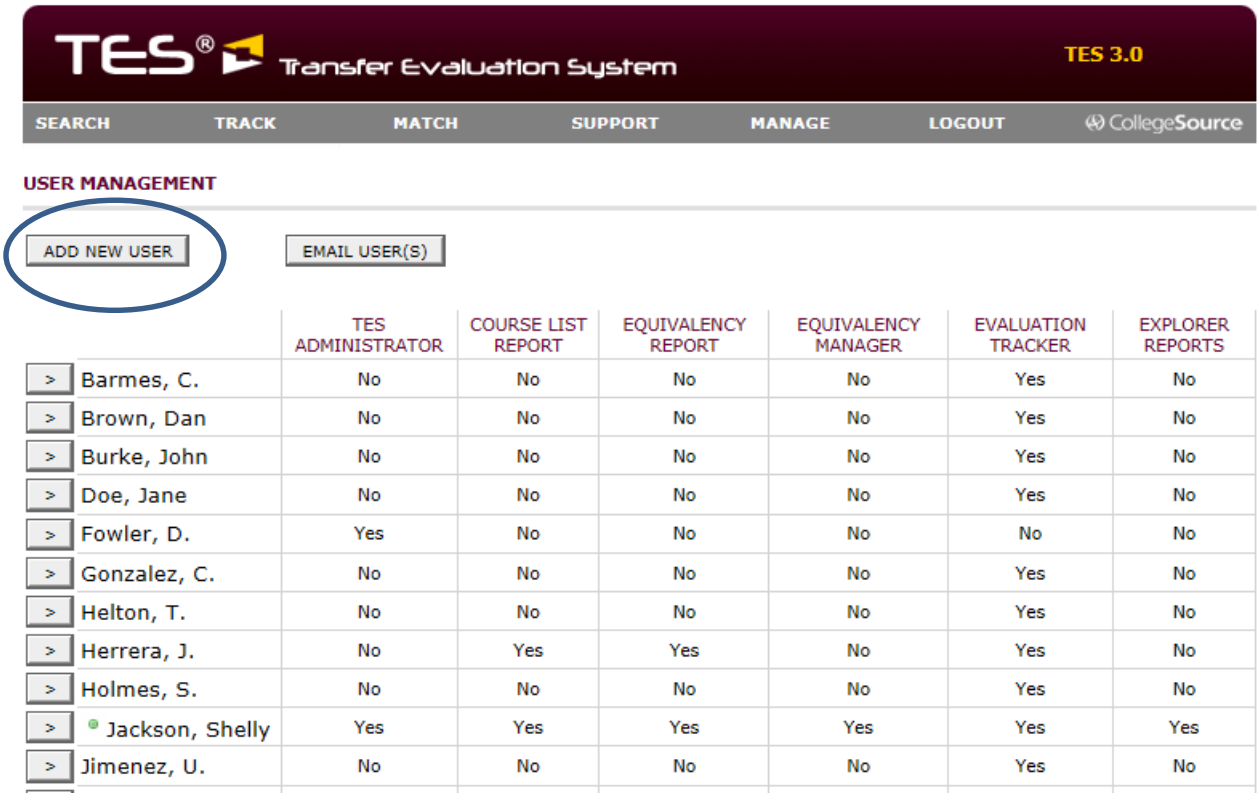
User Management

This function is used by the administrator to manage the Users for your account in TES®. All those staff using TES® or faculty and advisors determining equivalencies will need to be added here.



	TES ADMINISTRATOR	COURSE LIST REPORT	EQUIVALENCY REPORT	EQUIVALENCY MANAGER	EVALUATION TRACKER	EXPLORER REPORTS
> Barmes, C.	No	No	No	No	Yes	No
> Brown, Dan	No	No	No	No	Yes	No
> Burke, John	No	No	No	No	Yes	No
> Doe, Jane	No	No	No	No	Yes	No
> Fowler, D.	Yes	No	No	No	No	No
> Gonzalez, C.	No	No	No	No	Yes	No
> Helton, T.	No	No	No	No	Yes	No
> Herrera, J.	No	Yes	Yes	No	Yes	No
> Holmes, S.	No	No	No	No	Yes	No
> Jackson, Shelly	Yes	Yes	Yes	Yes	Yes	Yes
> Jimenez, U.	No	No	No	No	Yes	No

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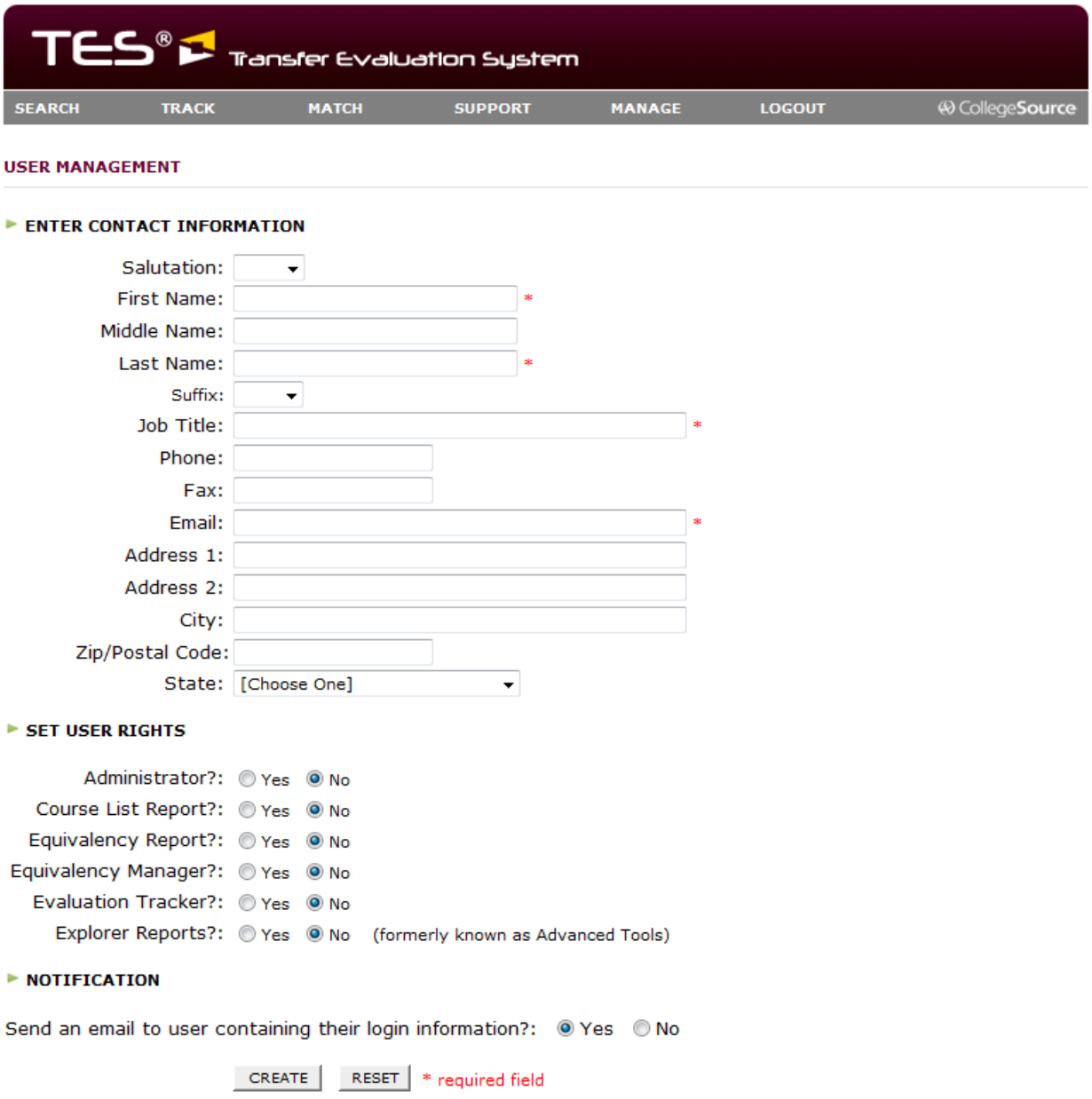
Add New User

Enter the four necessary fields shown with the asterisk *- First Name, Last Name, Job Title, and Email. Add any other optional fields as desired. The Job Title you enter for the User will be listed in any drop down menus to aid in your selection. The Email can be used within several Email functions. Their password will be sent to them if you leave the deafult for Notification.



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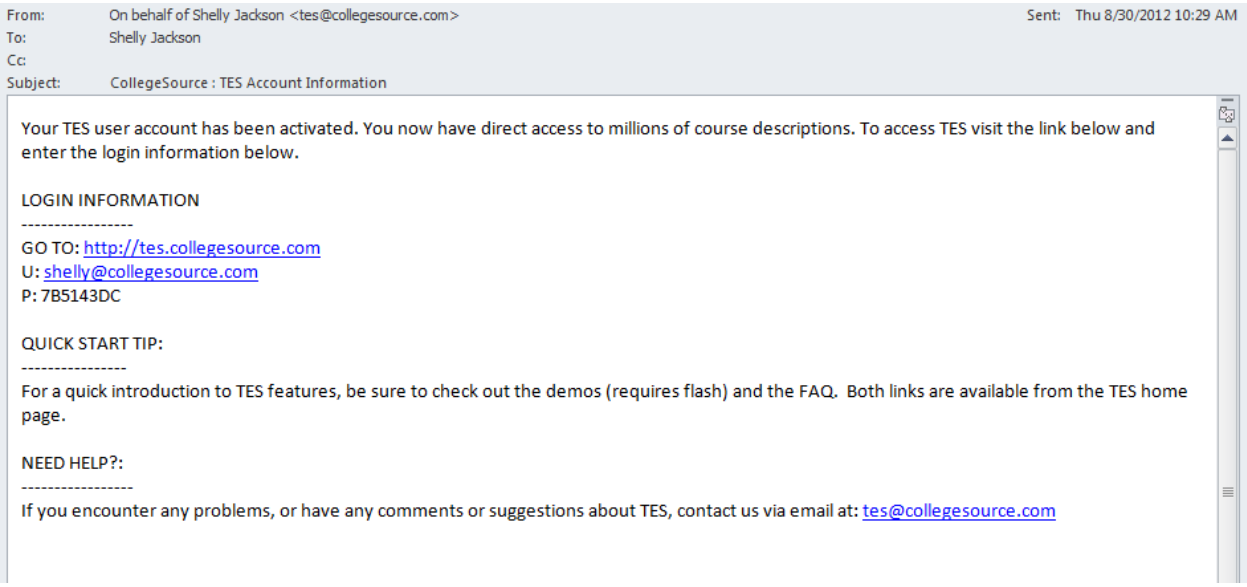

From: On behalf of Shelly Jackson <tes@collegesource.com> Sent: Thu 8/30/2012 10:29 AM
To: Shelly Jackson
Cc:
Subject: CollegeSource : TES Account Information

Your TES user account has been activated. You now have direct access to millions of course descriptions. To access TES visit the link below and enter the login information below.

LOGIN INFORMATION

GO TO: http://tes.collegesource.com
U: shelly@collegesource.com
P: 7B5143DC

QUICK START TIP:

For a quick introduction to TES features, be sure to check out the demos (requires flash) and the FAQ. Both links are available from the TES home page.

NEED HELP?:

If you encounter any problems, or have any comments or suggestions about TES, contact us via email at: tes@collegesource.com

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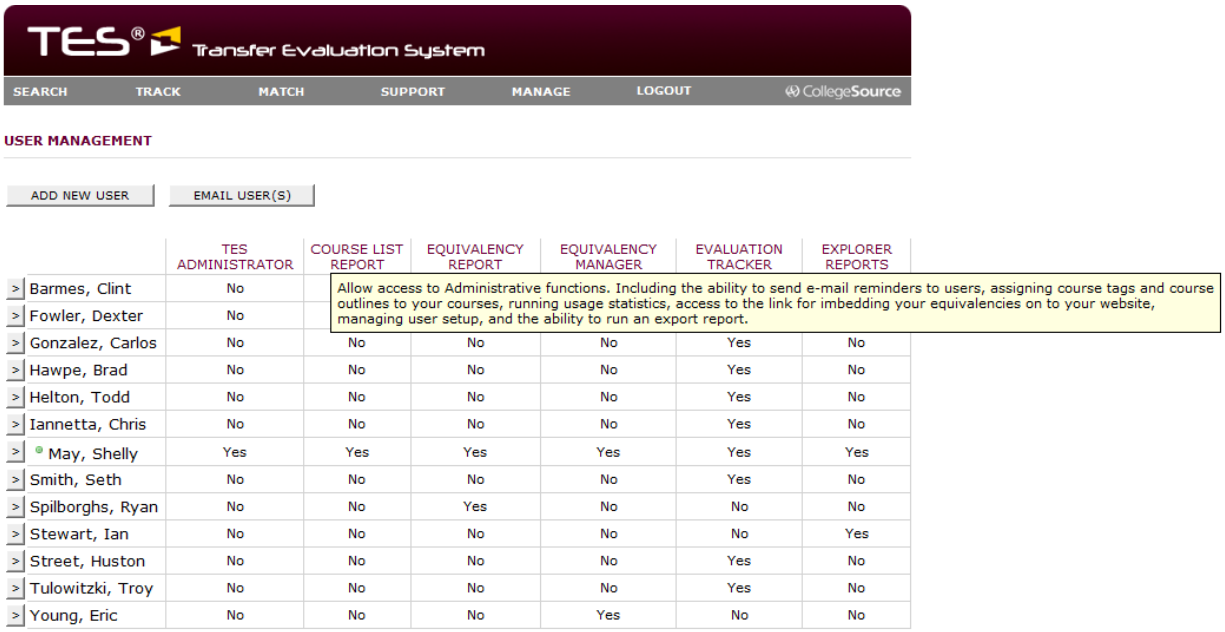
Set User Rights

Select the appropriate User Rights for each staff member, faculty and advisor. Tooltips are displayed by mousing over a column header in the User Management screen. These tooltips explain the allowed functions for each user right. The below example show the TES Administrator column tooltip.



	TES ADMINISTRATOR	COURSE LIST REPORT	EQUIVALENCY REPORT	EQUIVALENCY MANAGER	EVALUATION TRACKER	EXPLORER REPORTS
Barmes, Clint	No					
Fowler, Dexter	No					
Gonzalez, Carlos	No	No	No	No	Yes	No
Hawpe, Brad	No	No	No	No	Yes	No
Helton, Todd	No	No	No	No	Yes	No
Iannetta, Chris	No	No	No	No	Yes	No
May, Shelly	Yes	Yes	Yes	Yes	Yes	Yes
Smith, Seth	No	No	No	No	Yes	No
Spilborghs, Ryan	No	No	Yes	No	No	No
Stewart, Ian	No	No	No	No	No	Yes
Street, Huston	No	No	No	No	Yes	No
Tulowitzki, Troy	No	No	No	No	Yes	No
Young, Eric	No	No	No	Yes	No	No

- Every Option includes the Course Finder Feature (to view course and institution information) and the Equivalency Finder Feature (to view and search all stored equivalencies in TES for your institution).
- Administrator – All rights are assigned with this selection. This includes all of the ones listed below in addition to viewing evaluations assigned to all staff, the ability to send e-mail reminders to users, assigning course tags and course outlines to your courses, running usage statistics, access to the link for imbedding your equivalencies on to your website, managing user setup, and the ability to run an export report.
- Course List Report - For Course List Report access. Must have Equivalency Report rights to run the EQ Report under the Course List Report.
- Equivalency Report –Gives access to the EQ Report (Equivalency) function of the Course List Report. Must also have Course List Report rights.
- Evaluation Tracker – For Evaluation Tracker access. This needs to be assigned for faculty and advisors on your campus to view evaluation tasks assigned to them for determination of equivalents.
- Equivalency Manager – Access to the Equivalency Manager (to create, edit, and view equivalencies for your institution), Equivalency Migration (to migrate equivalencies from one catalog to the next), and User Added Courses (to manage the courses added outside of your catalog). This is needed by staff in the office that is building and managing equivalencies for your institution.
- Explorer Reports – Access to the Course Change Explorer (to compare two catalogs from an institution) and the Equivalency Explorer (to compare course numbers and course titles with your catalog and another institution, to view equivalencies assigned by other institutions to courses at

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your institution, and to view other institution's course tags). This right is assigned to anyone needing to run comparison reports.

To allow a User to only view institution information, course descriptions, and the Equivalency Finder, add them as a User but don't assign any rights.

- This chart reflects the same information as the above bullets:

	Course Finder	**Course List Report**	**Equivalency Report**	**Course Change Explorer**
Administrator*	Yes	Yes	Yes	Yes
Course List Report	Yes	Yes	**No	No
Equivalency Report	Yes	**No	Yes	No
Evaluation Tracker	Yes	No	No	No
Equivalency Manager	Yes	No	No	No
Explorer Reports	Yes	No	No	Yes

	Equivalency Manager	**Equivalency Explorer**	**Equivalency Migration**	**User Added Courses**
Administrator*	Yes	Yes	Yes	Yes
Course List Report	No	No	No	No
Equivalency Report	No	No	No	No
Evaluation Tracker	No	No	No	No
Equivalency Manager	Yes	No	Yes	Yes
Explorer Reports	No	Yes	No	No

* Also gives access to All Evaluations, Send Email Reminders, Course Tags & Outlines, Usage Statistics, Public View Management, User Management, Export Options.

**To run the Course List Report and the EQ (Equivalency) Report from within the Course List Report, assign both the Course List Report and Equivalency Report rights.

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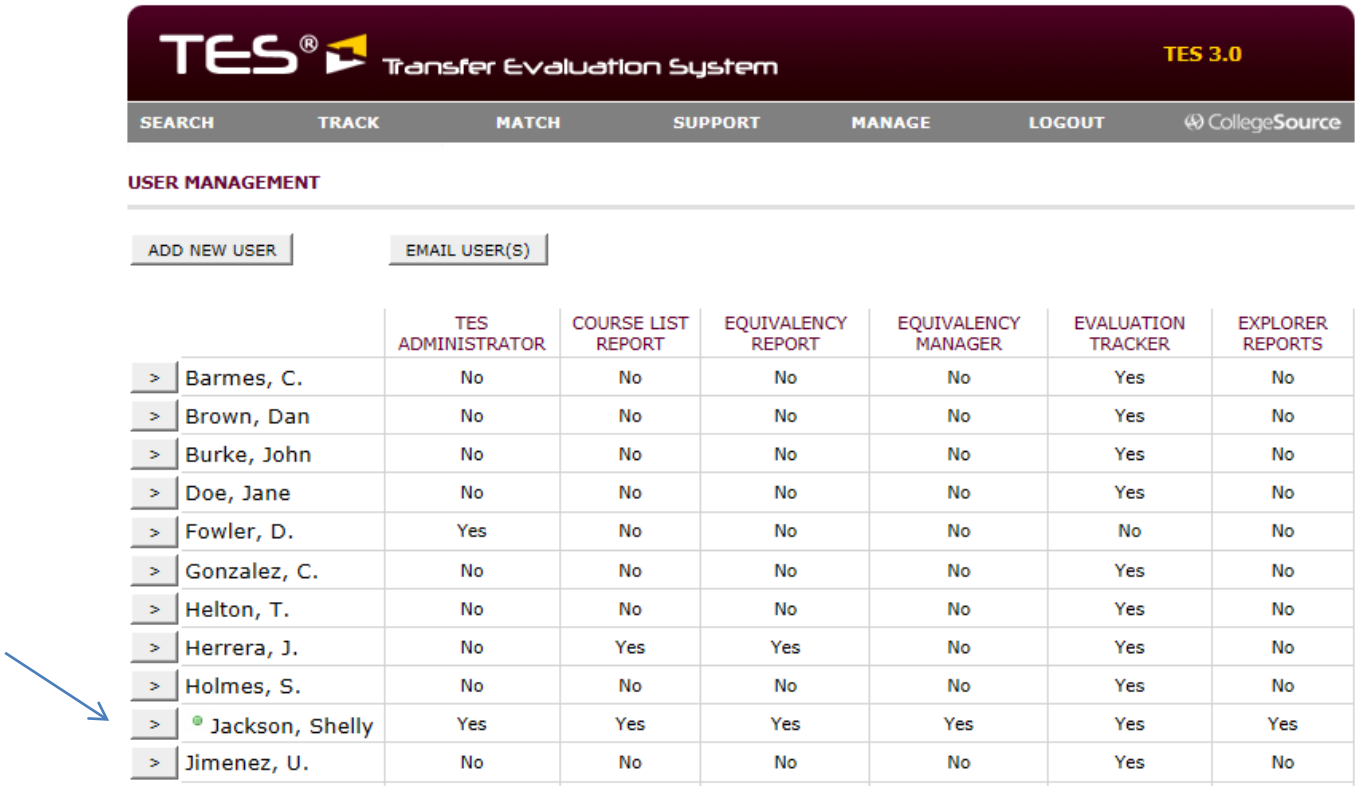
If the information needs to be updated for a User, the User needs to be deleted, or the User forgot their Password, select their name in the list.



	TES ADMINISTRATOR	COURSE LIST REPORT	EQUIVALENCY REPORT	EQUIVALENCY MANAGER	EVALUATION TRACKER	EXPLORER REPORTS
> Barmes, C.	No	No	No	No	Yes	No
> Brown, Dan	No	No	No	No	Yes	No
> Burke, John	No	No	No	No	Yes	No
> Doe, Jane	No	No	No	No	Yes	No
> Fowler, D.	Yes	No	No	No	No	No
> Gonzalez, C.	No	No	No	No	Yes	No
> Helton, T.	No	No	No	No	Yes	No
> Herrera, J.	No	Yes	Yes	No	Yes	No
> Holmes, S.	No	No	No	No	Yes	No
> Jackson, Shelly	Yes	Yes	Yes	Yes	Yes	Yes
> Jimenez, U.	No	No	No	No	Yes	No

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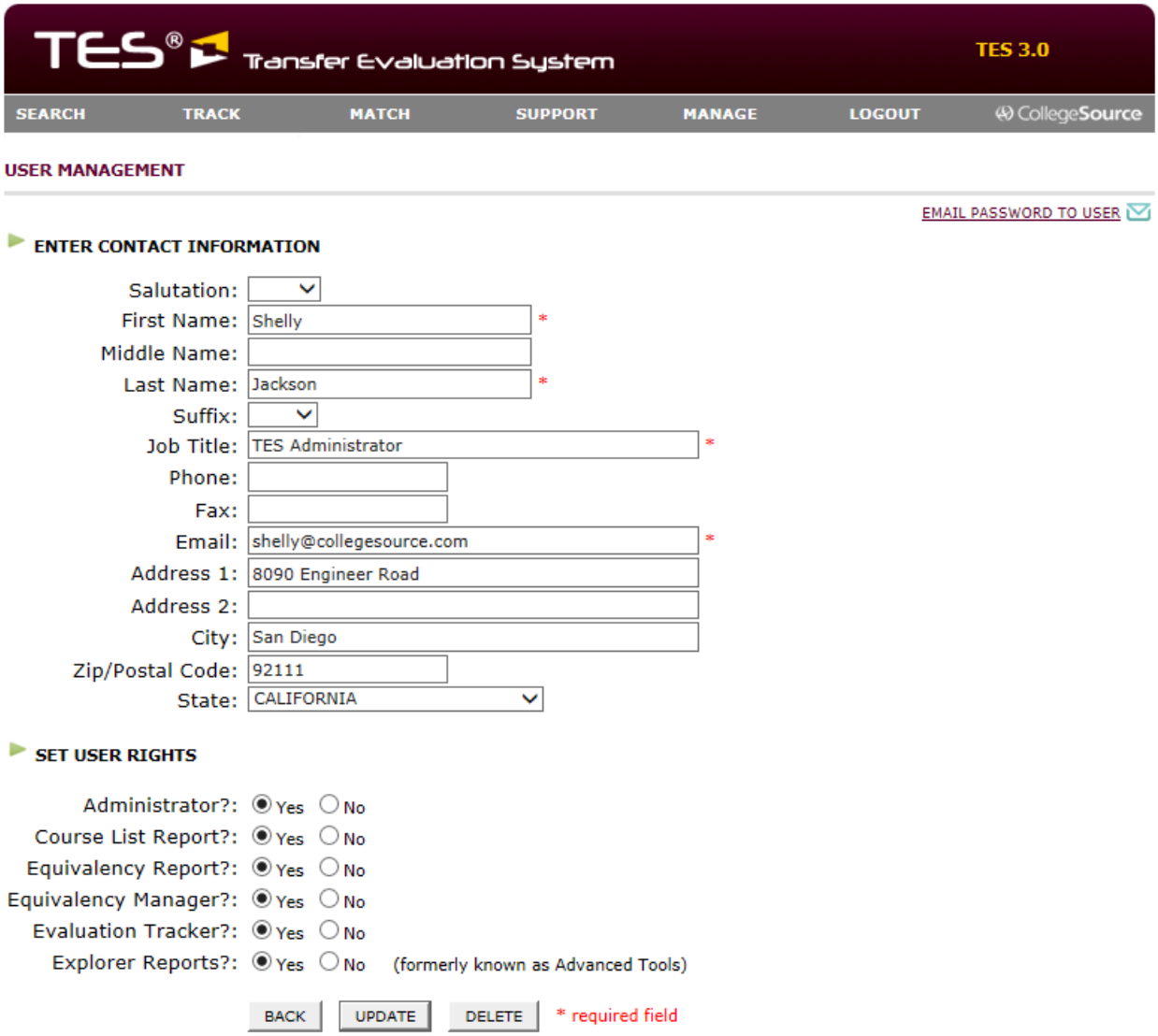
Update any changes, delete, or provide their password by selecting EMAIL PASSWORD TO USER .



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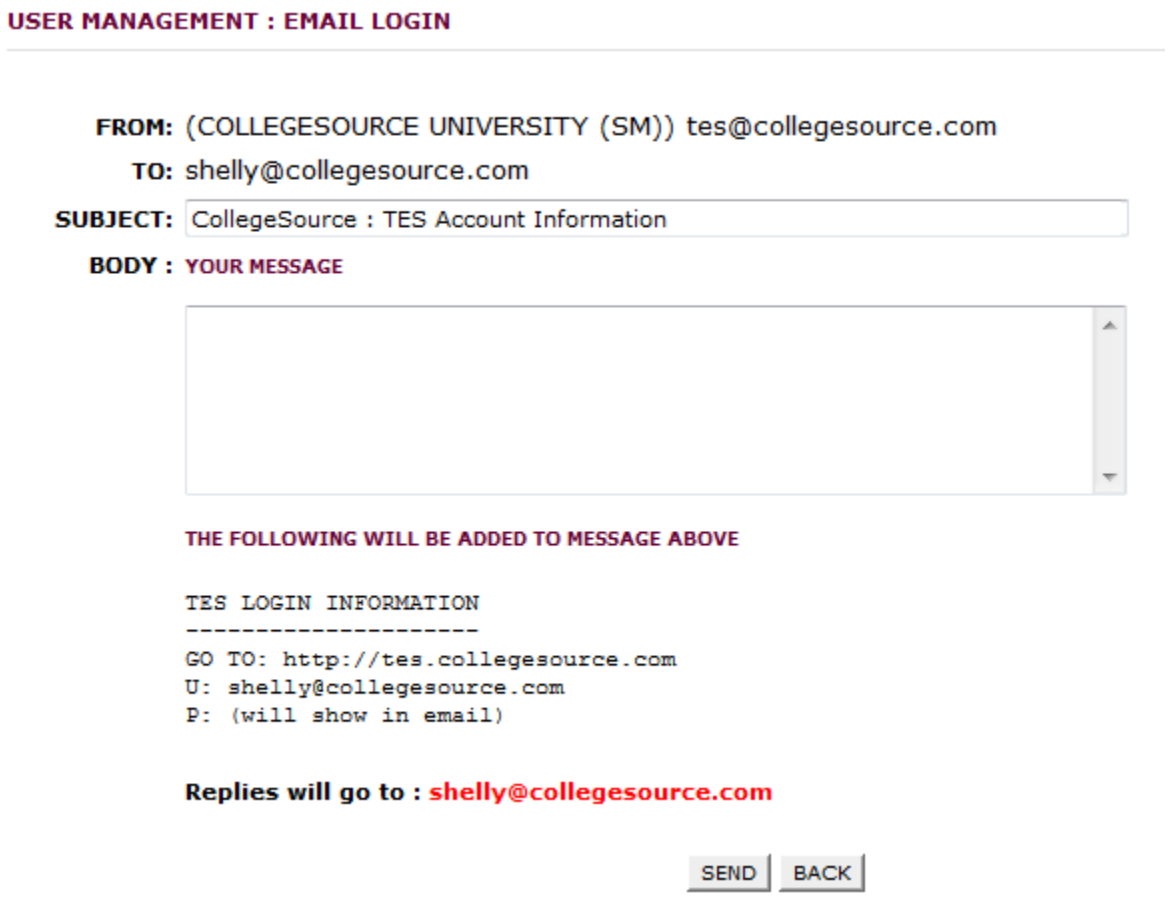
A customizable email format is available:

- Change the **SUBJECT** if desired
- Add text to the **BODY** to be sent along with the standard text message shown.



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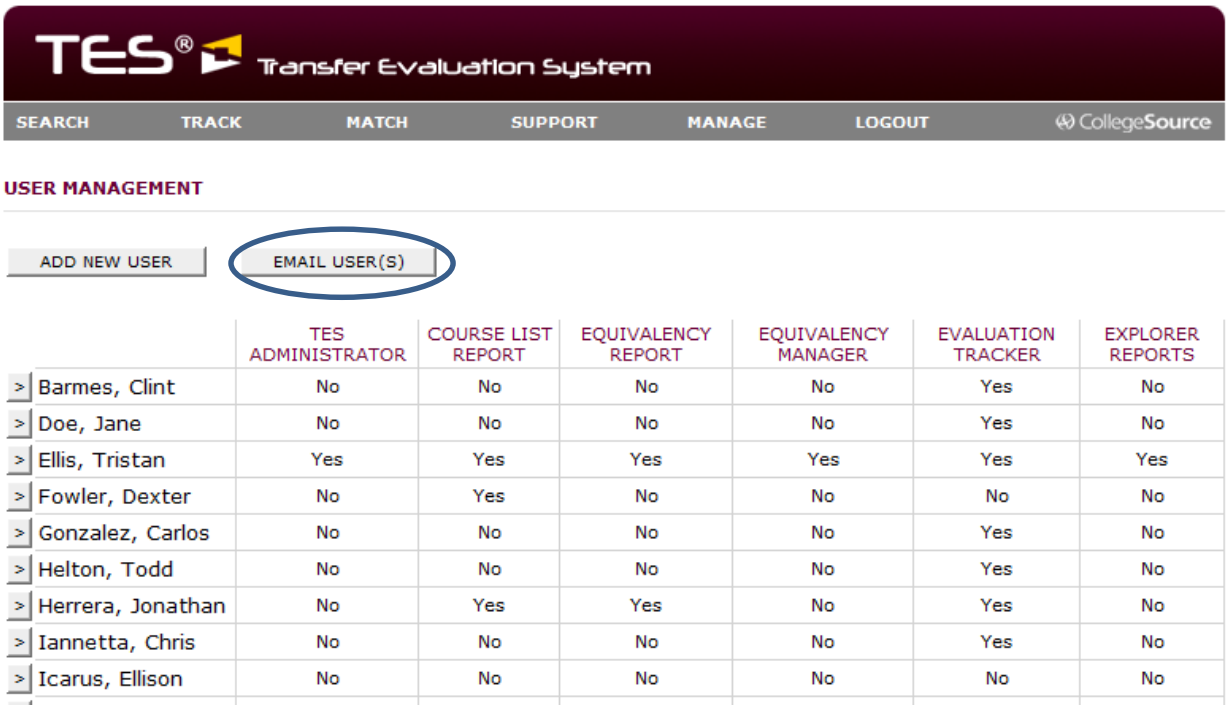
User Management:

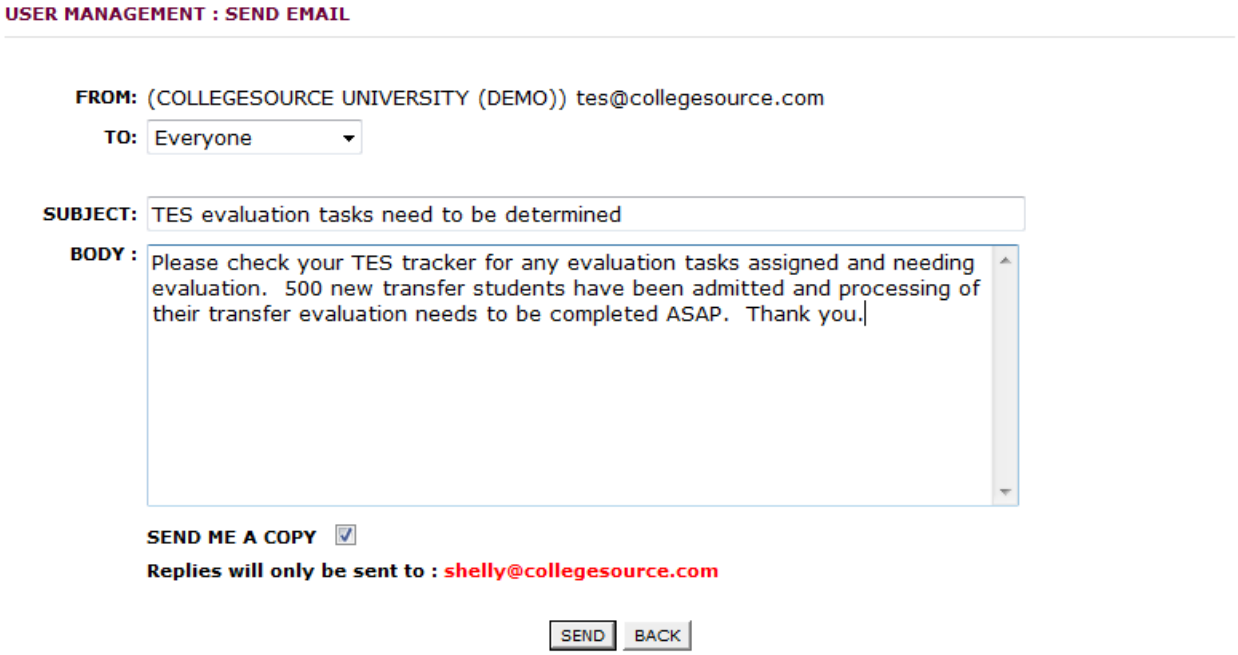
Email User(s)

This function can be used to e-mail all users or one of the users in your TES® account.



	TES ADMINISTRATOR	COURSE LIST REPORT	EQUIVALENCY REPORT	EQUIVALENCY MANAGER	EVALUATION TRACKER	EXPLORER REPORTS
> Barmes, Clint	No	No	No	No	Yes	No
> Doe, Jane	No	No	No	No	Yes	No
> Ellis, Tristan	Yes	Yes	Yes	Yes	Yes	Yes
> Fowler, Dexter	No	Yes	No	No	No	No
> Gonzalez, Carlos	No	No	No	No	Yes	No
> Helton, Todd	No	No	No	No	Yes	No
> Herrera, Jonathan	No	Yes	Yes	No	Yes	No
> Iannetta, Chris	No	No	No	No	Yes	No
> Icarus, Ellison	No	No	No	No	No	No

- Select recipeint, type in the subject, and create the body of the e-mail.
- Elect for a copy to be sent to yourself if desired.



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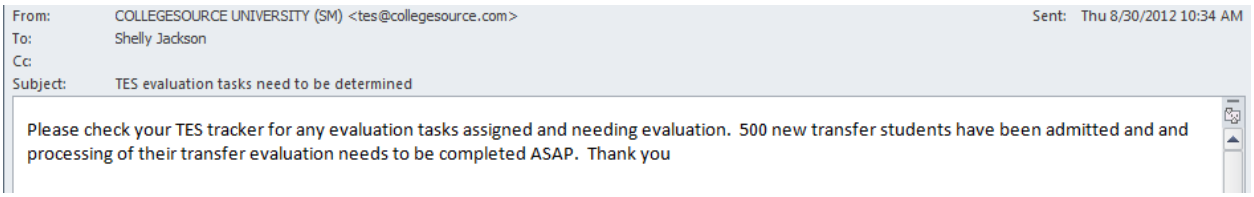
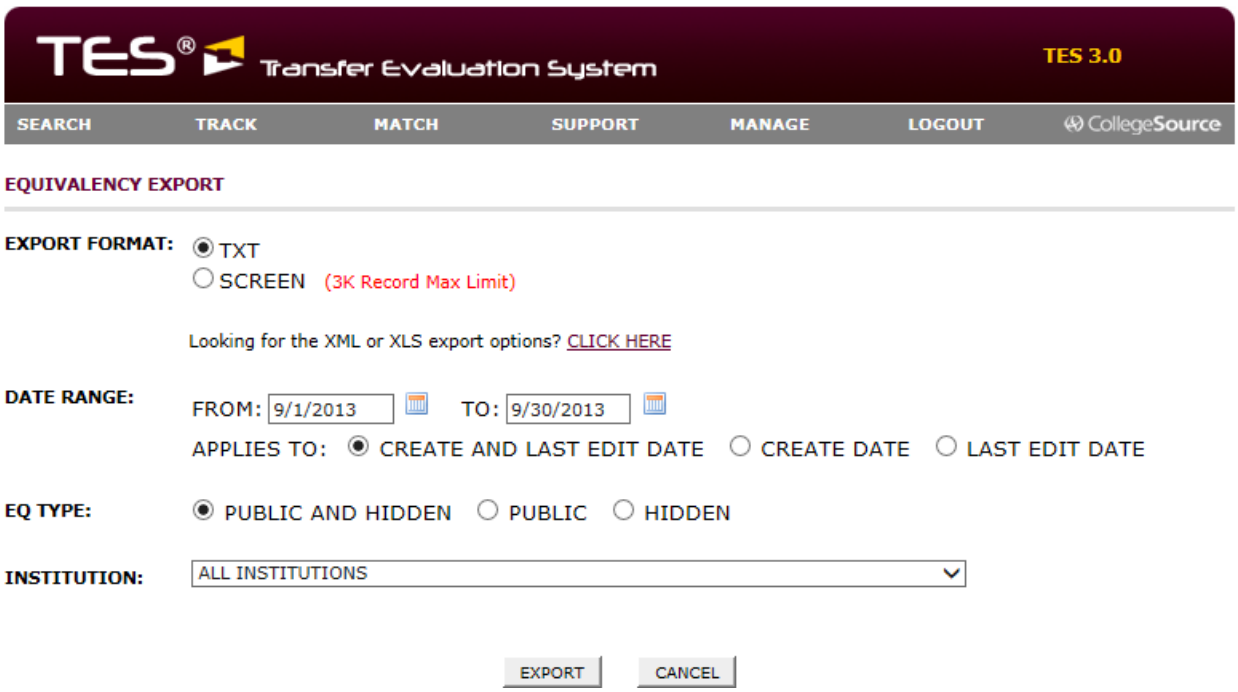


MANAGE:

Export Options

The EDE can be triggered manually by a TES® administrator from the Administrator control panel. The administrator may also configure the export with the simple controls/filters available within TES®. The following screen shot illustrates the configuration options, which are further explained below.



Export Format: Users may request the EDE as tab-delimited TXT, an XLS file (for Microsoft Excel), or as an XML tagged file. Data managers will be familiar with all of these formats. For illustration purposes, the data specifications of the EDE, shown later in this document, are in XML format.

Date Range: Users establish the date range for the records to be contained within the EDE file. Also, users select which field or fields to which the date range applies.

Eq Type: When an equivalency is created in TES®, users have the option of flagging it as a "hidden" equivalency. This configuration option allows users to exempt or include only hidden equivalencies in the EDE.

Institution: Users may request equivalency records that contain transfer courses from all institutions or one institution at a time using this pull down menu.

Depending upon the amount of data you have stored in TES®, the EDE could take from several seconds to several minutes.

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This file may be copied and dropped into an Excel spreadsheet. The columns can then be manipulated and used to enter the information into your Student Information System.

Save Your Username/Password

You can set Internet Explorer or Firefox to save your username/password for CollegeSource and/or other sites.

For Internet Explorer:

Go to the menu, then "Tools"
Select "Internet Options"
Then select “Content”
AutoComplete Click on “Settings”
Make sure all three boxes are checked and
Check “Prompt me to save passwords”

For Firefox:

Go to the menu, then "Tools"
Select "Options"
Then select “Security”
Check “Remember passwords for sites”

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